

**SAUK PRAIRIE SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION: Head Custodian

REVISED: April 2012
February 2017

QUALIFICATIONS:

1. High School diploma or equivalent
2. Job related training or skills
3. Basic computer skills
4. Good communication skills and ability to maintain confidentiality
5. Ability to safely lift objects weighing 60-75 lbs. on a regular basis without assistance
6. Ability climb ladders
7. Willingness to obtain first aid, CPR, or other related certifications and/or training
8. Self-motivated individual who is able to complete tasks on time.

REPORTS TO: Buildings & Grounds Director and Building Principal

SUPERVISES: Supervise 2nd shift and summer crew

GENERAL FUNCTIONS: Performs general cleaning and housekeeping and any related work as well as operate and maintain school facilities in an orderly manner, keep it safe and protect it from fires, water, and any other deterioration.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Supervise 2nd shift and summer crew
2. Maintain work schedule for all employees
3. Observe and abide by safety rules and regulations.
4. Sweep, mop, scrub, seal, burnish, and wax floors.
5. Empty trash/garbage containers and refurnish paper and soap dispensers
6. Clean restrooms, classrooms, and hallways
7. Wash windows, walls, sinks, toilets, furniture, wood work, etc.

8. Perform dusting and vacuuming.
9. Comply with legal requirements and procedures for the storage and disposal of trash, rubbish, and waste.
10. Assist in snow removal as needed.
11. Operate school vehicles and all custodial equipment.
12. Minor maintenance repairs; such as light fixtures, equipment and furniture repairs, including some plumbing and electrical repairs and painting or carpentry work.
13. Secure the building: Maintain building security (locks doors, change lights, etc.).
14. Assist in loading and unloading trucks. Load, lift or unload supplies and materials, equipment, etc. as needed.
15. Setup rooms, gym area or outside fields for activities as requested.
16. Perform other duties as assigned by the building principal or Buildings & Grounds Manager.

TERMS OF EMPLOYMENT: As defined in the Support Staff Handbook

WORKING CONDITIONS: Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; near visual acuity to review written documentations; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity and hand/eye coordination to operate vehicles, equipment, computers and communication devices; normal office and shop environment; exposure to changing temperatures and weather conditions, constrictive and uncomfortable working spaces; frequent lifting and moving items of varying weight and size.