

WINOOSKI SCHOOL DISTRICT
Job Description: Head Custodian

Page 1

Date Approved/Updated: March 30, 2015

Location: District

Job Group: Support Staff, Union

Reports To: Facilities Supervisor

Summary of Position Responsibilities: Coordinate and provide supervision for school custodial work. To provide students/employees with a safe, clean, and attractive place in which to learn, play, develop and work.

Essential Duties and Responsibilities:

1. Clean on a daily basis (or as otherwise determined), all assigned areas.
2. Oversee and supervise the performance responsibilities of the custodians.
3. Prepare custodial work assignments as necessary to maintain a clean and secure building.
4. Reports all custodial problems to the Facilities Supervisor in a timely manner.
5. Keeps informed of the latest trends, developments and products in the area of custodial services through workshops and trainings.
6. Collaborate with Facilities Supervisor to maintain a proper inventory of all custodial supplies. These include but are not limited to: light bulbs, toilet paper, paper towels, rags, cleaning solutions, waxes, buffer discs, etc.
7. Ensures that all custodial equipment (buffers, vacuum cleaners, scrubbers, pails, mops, etc.) are kept clean and in excellent condition.
8. Ensures that custodial storage and work areas are kept neat and clean.
9. Ensures that the building is secure at the end of each shift. (This includes windows and doors).
10. Train new employees in assigned tasks.
11. Other as directed by the Facilities Supervisor.

Supervisory Responsibilities include (in collaboration with principals/superintendent:
Training and planning, assigning, and directing work.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

WINOOSKI SCHOOL DISTRICT
Job Description: Head Custodian

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School Diploma or equivalent. Appropriate prior custodial experience. Previous supervisory experience.

Certificates, Licenses, Registrations: N/A

Language Skills: Excellent communication skills.

Mathematical Skills: General math skills required.

Reasoning Ability: Must have excellent problem solving skills in a fast paced environment.

Other Skills and Abilities: Physically capable of doing the work required.

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

C Standing C Walking O Sitting C Lifting C Carrying C Pushing
 C Pulling F Climbing C Balancing C Stooping C Kneeling O Crawling
 C Crouching C Reaching C Handling C Fingering Feeling F Talking
 C Hearing C Far Vision C Near Vision C Color Vision C Depth Perception C Repetitive Motion
 C Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i>	<i>Medium Work</i>	<i>Heavy Work</i> XX	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

F Exposure to weather O Extreme heat O Extreme cold F Noise C Dust, vapors, fumes
 C Time constraints F Public contact F Deadlines N Travel C Inside work

Terms of Employment: Twelve-month year. Salary or hourly wage and work year to be established by the Board or Designee.

Compensation: Per negotiated agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the negotiated agreement.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.