



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Head Custodian

Employee Group: Custodial and Maintenance

Classification: CM-L2

FLSA: Non exempt

Supervisory Responsibilities: Building custodians

Reports to: Director of Facilities / Principal

Qualifications:

1. High school diploma or equivalent
2. Good communication skills
3. Ability to assume responsibility, display initiative, think critically and exercise good judgment.
4. Knowledge of cleaning systems and procedures.
5. Basic computer knowledge and skills.
6. Valid drivers license or access to reliable personal transportation.

Preferred experience:

CPR/ First Aid certification

Supervisory experience

General Responsibilities:

The head custodian shall coordinate the custodial activities in the building. They are responsible for the care and maintenance of the facilities, equipment and grounds. The head custodian assigns work to be done, monitors completion, and provides training. They are a working supervisor in that they also perform custodial duties.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

Selects appropriate equipment and supplies; sweeps and cleans floors in shops, classrooms, offices and corridors.

1. Uses brooms, brushes, mops, power operated scrubbing machines, vacuum cleaners, buffers, shampooers, wet vacuums, liquid waxes and degreasers, dust absorbers and other custodial supplies.
2. Understands and operates HVAC, life safety, and lighting systems.

3. Coordinates custodian work schedules, within the oversight of the Director of Facilities.
4. Collects and disposes of trash, scrap, and garbage and recycles materials.
5. Maintains restrooms in clean and sanitary condition. Sweeps, mops and scrubs floors, walls and partitions, cleans and deodorizes sinks and other facilities. Refills towel, tissue, soap containers, etc.
6. Participates in snow removal by shoveling, or spreading chemicals, sweeping, using power equipment and directs others to coordinate removal.
7. Set up rooms or gym areas for school activities as requested. Tear down after the end of activities.
8. Make minor maintenance repairs, such as equipment and furniture repairs. May necessitate use of a ladder or mechanical lift.
9. Obey all safety rules and regulations, including safety data sheets (SDS).
10. Maintain building security (lock doors, windows, etc.) including weekend/holiday building checks.
11. Perform minor maintenance projects such as painting, carpentry work, etc.
12. Moves heavy furniture, office and shop equipment and other items, which might necessitate the lifting of heavy or bulky articles.
13. Load, lift or unload supplies and materials, equipment, etc.
14. Effectively uses computers, tablets, mobile phones and two-way radios.
15. Leads and attends meetings, in-service training, workshops, etc. for the purposes of gathering and/or sharing of information required to perform job functions.
16. Monitors activities in and around work areas (e.g. halls, rooms, lunchroom, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.

Other Functions

- Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- Promote a positive image of the District at all times.
- Perform other responsibilities as assigned by the Director of Facilities or Building Principal.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Specific knowledge of methods of industrial cleaning, safety practices and procedures.

Knowledge of proper use of all school custodial equipment

Written and verbal communication in English; perform multi-step actions after written or verbal instructions.

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to maintain good relationships with others. Good human relations skills.

Ability to use job-related equipment.

Flexibility is required to work with others in a variety of circumstances and as a team; and to work with a wide diversity of individuals.

Work with specific job-related data using problem solving to identify issues and adapt to changing work priorities with interruptions.

Physical Demands

The usual and customary duties require the following physical demands: significant lifting of moderate and heavy weight, carrying, pushing, and/or pulling; some climbing and balancing; frequent walking, stooping, kneeling, twisting, crouching, and/or crawling; and significant fine finger dexterity. Working around equipment and machinery having moving parts and generating heat and moderate noise.

Work Environment

This job is performed both indoors and outdoors and under conditions with some exposure to injury and/or illness.

Employees in this position are designated essential-as-needed-personnel and as such may be required to work during emergency events, are subject to call to duty, and may be required to work beyond their normally scheduled hours with little or no advance notice.

Adopted: 4/22/91

Revised: March 1994
9/8/97
October 2006
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