

HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: Head Custodian 1

Job Purpose Statement/s: The job of “Head Custodian 1” is done for the purpose/s of maintaining an attractive, sanitary and safe facility; providing adequate arrangements for meetings, classroom activities and events at *elementary schools*; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner; and directing assigned custodians as necessary. *This position is responsible for supervision of at least one Custodian 1 employee.* The Head Custodian 1 is supervised by the building administrator.

Essential Job Functions:

- **Arranges** furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events (i.e., regular school, community education, special events).
- **Cleans** school facilities (i.e. classrooms, offices, multipurpose rooms, grounds, windows, restrooms, sinks, carpets, floors, garbage cans, waste cans, gym, cafeteria, and other areas as directed) for the purpose of maintaining a sanitary, safe and attractive environment
- **Delivers** variety of items (e.g. supplies, mail, packages, furniture) for the purpose of distributing the materials to the appropriate parties
- **Directs** personnel as assigned for the purpose of maximizing the efficiency of the workforce and meeting shift requirements
- **Informs** principal, supervisor, other site personnel and students for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities
- **Procures** equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- **Secures** facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site (i.e., unlock & lock doors, secure gates, check windows, turn lights off/on; operate heating plant and equipment)

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Repairs** furniture and equipment for the purpose of ensuring that items are available and in safe working condition
- **Requests** custodial supplies, equipment and other items needed for the purpose of safety and maintenance of facilities, supplies and inventory.
- **Maintains** grounds and operates equipment as required (i.e., floor polishers, vacuums, carpet cleaners, floor strippers, waxers, lawnmowers, edgers, snow equipment, and hand and power tools.)
- **Maintains** regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.
- **Performs** other duties as assigned.

Essential Job Requirements - Qualifications:

- **Experience Required:** Three years' prior job related experience with increasing levels of responsibilities, preferably in school and/or institutional setting; experience in supervision of other employees.
- **Skills, Knowledge and/or Abilities Required:**
 - Skills* to use cleaning agents; supplies and equipment; perform basic math to calculate accurate dilution of cleaning agents; develop work orders, maintain records and relate well with people.
 - Knowledge* of methods and use of cleaning materials, equipment, and supplies, safe work practices.
 - Abilities* to stand for prolonged periods, follow oral and written instructions, adhere to safe work practices, work independently with minimal supervision, perform a variety of tasks, adjust to flexible assignments often with short notice, and communicate with students, staff and parents. Significant physical abilities include lifting/carrying/pushing/pulling, stooping, reaching/handling, near/far visual acuity/depth perception.
- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance; Complete district required drug screen, asbestos and BBP training.

PHYSICAL REQUIREMENTS:

- 1. In an eight-hour day employee may:
 - a. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
 - b. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
 - c. Drive None 1-3 hrs 3-5 hrs 5-8 hrs

- 2. Employee may use hands for repetitive:
 Single Grasping Pushing and Pulling Fine Manipulation

- 3. Employee may use feet for repetitive movement as in operating foot controls:
 Yes No

- 4. Employee may need to:
 - a. Bend Frequently Occasionally Not at all
 - b. Squat Frequently Occasionally Not at all
 - c. Climb Stairs Frequently Occasionally Not at all
 - d. Lift Frequently Occasionally Not at all

- 5. Lifting:
 - Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

RE/rb/CK/ggm

Rev: 11/14/05

I, _____ have read and received a copy of this
PRINT YOUR NAME HERE
job description, and understand that a copy of this job description will become part of
my personnel file.

Employee Signature

Date