

# USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **ASSISTANT HEAD CUSTODIAN, DAY SHIFT - BHS**

SUPERVISOR: Supervisor of Building & Grounds and/or Principal, Head Custodian-Evening Shift

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Ability to understand chemical hazards.
3. Ability to work independently without supervision.
4. Experience desired in custodial and housekeeping work.
5. Must be able to read, write and comprehend written and oral instructions.
6. Must be neat, responsible, punctual, dependable
7. Maintain current TB testing as required by Health Department regulations.

**ESSENTIAL FUNCTIONS:**

1. Perform housekeeping duties which shall include but not be limited to the following: sweep, dust, strip, scrub, mop, polish, wax, buff, and vacuum, hallways, stairs, classrooms and offices; empty all inside and outside trash containers, assist with periodic or emergency classroom clean-up duties for the purpose of providing a clean, safe, and healthy school environment.
2. Assist with moving, setting up and storage of audio visual, classroom equipment, and/or curriculum materials (ex: classroom furnishings, furniture within the buildings, etc.) to ensure that the facility is ready for any regular and/or special activities.
3. Assist by moving, hauling and rearranging furniture as classroom or building revisions are made to ensure that the facility is ready for any regular and/or special activities.
4. Perform general maintenance duties which include glass, and floor/ceiling tile replacement and door repair or replacement for the purpose of keeping up the appearance of each building.
5. Report need for minor or major repairs to building systems for the purpose of regular maintenance.
6. Pick up, haul, and deliver equipment and supplies to ensure that each building has the appropriate equipment and supplies.
7. Use cleaning implements, equipment, machinery and vehicles provided by the district to accomplish job tasks.
8. Perform grounds keeping duties which shall include but not be limited to: (a) Keep grounds/playing fields in preparatory condition; (b) Pick up litter, tree limbs, mow, trim and cultivate shrubs and trees; (c) Clean snow, ice and debris from sidewalks; (d) Assist in emergency clean-up for the purpose of providing a safe and aesthetically pleasing environment for students and staff members.
9. Order supplies and towels as needed for the purpose of keeping all supplies in stock and the school functioning efficiently.
10. Clean the laundry area regularly to ensure a safe work environment.
11. Open, close, and secure the building each school day to ensure a safe and secure learning environment.
12. Supervise Day Custodian and communicate directions to ensure efficient operations.
13. Assist Principal and/or Supervisor of Building and Grounds to evaluate and improve where necessary the job performance of other school custodians.
14. Inventory custodial supplies to account for district assets.
15. Order needed custodial supplies as directed by BHS Head Custodian.
16. Communicate daily with the principals regarding custodial duties to respond to building needs.
17. Communicate regularly with Supervisor of Building and Grounds to receive instructions and/or support.
18. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment

19. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Manage job requirements with physical mobility to move from place to place (walking, standing, stooping, pushing, pulling, kneeling, crawling, turning, reaching, climbing, balancing, lift up to 60 pounds on a daily basis), and use large, heavy equipment.
2. Must work in and around dust, fumes and odors.
3. Must work in noisy and crowded environments, with numerous interruptions.
4. Must work indoors and outdoors year-round in a variety of temperatures.
5. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW: Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 7/11/2016