

TITLE: Custodian Director

RESPONSIBILITIES:

The custodian director is directly responsible to the superintendent. He/she organizes and schedules custodians and performs custodial duties to keep buildings and grounds clean, orderly and safe and helps provide a wholesome environment for learning. It should be noted that these duties may change on a daily, weekly or monthly basis based on activities and/or other school needs.

Buildings, Grounds, and Maintenance Areas:

School and Gymnasium buildings:

- 35 classrooms & offices
- Band room, library, and Ag shop
- 2 gyms and 4 locker rooms
- 11 bathrooms - 29 stools, 9 urinals, and 25+ sinks throughout the school.
- Approximately 18,000 square feet of floor tile
- 18,000 square feet of carpeted floors

Football field:

- Crow's nest
- 2 bathrooms with sinks and stools
- locker room with sump pit
- sprinkler system
- spraying for weeds and bugs
- concession area and storage shed

North building and Bus lot:

- primarily for storage
- electrical for busses

DUTIES:

1. Maintains the buildings & grounds keeping a neat & orderly appearance at a high level of cleanliness and sanitation.
2. Maintains the school grounds in a neat and well-kept fashion.
3. Maintains the safety and security of the school buildings and grounds.
4. Performs scheduled periodic inspection of building using a checklist for reference and record keeping.
5. Requisitions through the business manager and/or superintendent any major repairs needed to the building or new equipment needed along with the necessary supplies and equipment.
6. Inventorying and ordering all cleaning supplies, repair parts, bulbs, or any other supplies used by the custodians.
7. Assists in moving and arranging furniture and equipment.

8. Replaces burned out light bulbs.
9. Repairs building, furniture, and equipment. Reports repair job, too big, or specialized, to do himself/herself to the superintendent.
10. Is pleasant and courteous when working with the staff and/or visitors.
11. Assigns areas of responsibility to custodians and himself/herself.
12. Helps unload trucks for food service and school supplies.
13. Takes pride in his/her personal appearance by keeping himself/herself clean, and his/her clothing neat.
14. Maintains a high level of personal conduct on the job so as to establish good relationships with students, faculty, staff, administrators, and the public.
15. Removes graffiti as soon as possible, does not leave it until the next day so as not to expose it to others.
16. Performs such other duties or assigns a custodian to perform such other duties requested by the superintendent, principals, coaches and other staff members that are not assigned to a custodian.
17. Works with our inspection designee and keeps all asbestos documentation and training records on file and current as specified in the school asbestos plan, including informing outside vendors or the district asbestos plan.
18. Assist and oversee custodians in preparation of site or venue for all home athletic or other activities or functions held at the school.
19. All other duties that would warrant the custodian's knowledge in order for the school district buildings and grounds to operate efficiently and safely.
20. Coordinating with outside electricians, plumbers and other vendors to perform whatever services are needed.
21. Evaluates the skills of the custodians including his or herself and assigns duties and delegates tasks to ensure the jobs get done and on time.
22. Insures all members of the custodial staff conduct themselves in a professional, courteous manner to all members of the staff and to the children as well.
23. Makes sure doors are locked at the end of the school day typically by 4:30 pm.
24. Operating our door, camera system along with programming our fans for seasonal use
25. Have a valid driver's license
26. Scheduling of custodial staff to best service our facilities, 6:00am-10:00pm

