

**SCHOOL DISTRICT OF SHEBOYGAN FALLS**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Head Custodian at High School

**New Position as of July 1, 2007**

**REPORTS TO:** Facilities Manager

**JOB DURATION:** 12 Months

**BASIC QUALIFICATIONS:** As Determined

**JOB GOAL:** This position shall have general responsibility for all building and grounds custodial needs at the assigned school during the school year. Additionally, the position shall be responsible for performance of some maintenance tasks necessary for the smooth operation of the daily instructional program. The individual selected shall demonstrate experience in working in a self paced, self directed manner and shall possess experience and or training in the area of building custodial work. The ability to safely use maintenance tools is necessary. The individual selected for this position shall possess a high school diploma or the equivalent. The selected individual shall have a demonstrated record of employment stability and reliability as evidenced by past occupational experience. Additionally, the individual shall evidence an attitude or actual experience that will indicate suitability to work in a child centered environment. This will include, but not limited to: appropriate use of language, respect of property, concern for others, and willingness to assist when needed.

**PERFORMANCE RESPONSIBILITIES:**

The position includes, but is not limited to, the following responsibilities;

1. Clean thoroughly all classrooms, corridors, service areas, rest rooms and other areas of the assigned school including: sweeping, dry mopping, wet mopping, and other similar custodial duties.
2. Perform repairs to building components and equipment as shall become necessary. Additionally, communicate specific maintenance needs to the Facilities Manager that go beyond the individual's abilities.
3. Monitor operation of the boilers and heating and ventilation systems and report malfunctions to the Facilities Manager.
4. Monitor status of the emergency power system of the building and report changes to the Facilities Manager.
5. Shall have and maintain a "Certified Pool/Spa Operator" certificate for the purpose of monitoring and maintaining the swimming pool when so instructed by the Facilities Manager.
6. Is responsible for coordinating the cleaning crew within assigned building and must also participate in the general cleaning activities as a part of a crew during the summer and selected school vacation periods as needed.
7. Monitor, on an ongoing basis, the assigned school building to assure that it is maintained in a safe and healthful manner at all times and co-ordinate meeting those needs with the building Custodians, Principal and the Facilities Manager.
8. Communicate with building Principal and monitor, on an on going basis, the activities in the assigned school building and co-ordinate the set-up for those events with the building custodians.
9. Monitor, on an ongoing basis, the inventory of cleaning supplies in the assigned school building and co-ordinate with the Facilities Manager to replenish depleted supplies.
10. Shall be able to lift 40 lbs. in a repetitive situation and work from a stepladder at a height of 6 ft.
11. Other responsibilities related to the position as shall be assigned by the employee's supervisor.