

Head Custodian - Elementary School

Job Description

Gettysburg Area School District · 900 Biglerville Road · Gettysburg, PA 17325-8007

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- Range:** III
- Supervisor:** Supervisor of Custodians
- Work Schedule:** 8 Hours Per Day/40 Hours Per Week/12 Months Per Year

Basic Job Function:

Perform activities to keep buildings and grounds in a clean (Level 2 Standards), safe and well-maintained condition and carry on other duties as requested by the Facilities Director, Supervisor of Custodians, Building Principal and/or Head/Lead Custodian in order to create the best possible conditions for the education of children

Education and Experience:

- High school diploma or GED required
- Post-secondary courses beneficial
- Related experiences
- Knowledge of basic work area operations and procedures

This position holder must abide by the District Policies and Administrative Guidelines and be able to use the Essential Skills to perform the Typical Duties listed on this Job Description. It is the responsibility of every employee to inform his/her supervisor regarding need for reasonable accommodation.

TYPICAL DUTIES

- Be responsible to raise and secure the American Flag
- Perform routine chores to aide building operations
- Coordinate the activities in the building with the Facilities Department and the Building Principal
- Supervise personnel and direct him/her to perform assigned duties
- Maintain a daily log of operations and maintenance activities
- Operate and maintain equipment used to clean the facility
- Clean, sanitize and maintain supplies for buildings and outdoor facility
- Perform routine preventative maintenance and minor repairs to building equipment
- Operate school vehicles
- May cover morning and afternoon crossings
- Assist in preparing building for various functions as directed
- Maintain and requisition necessary supplies
- Assist staff, employees and visitors
- Assist with snow removal and general grounds care
- Dust-mop floors using appropriate methods
- Scrub walls, light fixtures, floors, windows, water fountain, desks, chairs, whiteboards, erasers and empty pencil sharpeners
- Vacuum carpets using various sizes of vacuums
- Use wet mop as needed
- Dust classroom, projectors, computers, lockers, bookcases and areas as assigned
- Use various sizes of step ladders for various job functions
- Lift and carry boxes of towels, toilet tissue or cleaning chemicals as necessary

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- Fold and unfold bench-type portable cafeteria tables
- Control retractable bleachers and basketball backboards (Lincoln Elementary Only)
- Unload trash from containers and place in the building dumpster
- Carry bags of salt or calcium
- Move furniture, which includes file cabinets, teacher and student desks, chairs, tables, and teaching materials and supplies
- Accept and assist with deliveries
- Move, utilize and store floor scrubbing machines, scissors lift, wet vacuums, carpet extraction systems
- Actively assist in the recycling program
- Assist with school functions by ensuring appropriate building access and setting up/removing items needed
- Be responsible for unlocking and securing the building
- Ensure proper safety and security precautions
- Assist with the District's Energy Management Program
- Schedule classroom availability through the Facilities and Athletic Departments
- Assist with accommodations for students with special needs
- Instruct new staff on section they are assigned
- Schedule or attend regular staff meetings or workshops
- Schedule staff to work extra activities
- Assist with the District's Integrated Pest Management System
- Assist staff and students that have emergencies
- Review and submit personnel reports on a timely basis
- Perform and prepare reports of periodic preventive maintenance and safety checklists
- Assist with heavy lifting in the kitchen area
- Assist in the cafeteria at lunchtime
- Assist with fire drills or other emergency situations
- Monitor temperature gauges for proper functions
- Assist contractors as needed
- Help park cars for special school events
- Assist with and respond appropriately to requests from other building administrators
- Strive to continually improve skills using appropriate methods
- Perform other duties as assigned by Supervisor or Administrator

ESSENTIAL SKILLS

Physical Demands - Employee must be able to:

- Stand for extended periods of time
- Walk for extended periods of time
- Sit for limited periods of time
- Frequently bend, stoop, twist, reach, grasp, push, pull, climb, squat, kneel, etc.
- Use hand strength to handle objects, tools, or controls
- Perform heavy lifting - up to 80 pounds
- Use weight bearing equipment to perform heavy lifting over 80 pounds
- Have the manual dexterity to prepare documents and use office equipment
- Climb/descend full flights of stairs
- Drive in all types of weather

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Sensory Abilities - Employee must have the ability to use:

Visual acuity to read

Visual, verbal, and hearing acuity to interact with others

Interpersonal skills to communicate effectively with others

Appropriate language

Proper manners

Work Environment - Employee must be able to:

Function effectively in a variety of conditions

Perform effectively in a noisy environment

Maintain a safe and sanitary environment

Temperament - Employee must be able to perform:

Effectively in a collaborate team environment

Cooperatively, congenially and be service-oriented

In an environment with frequent interruptions

Under various pressures

Effectively with people of various ages

Patiently, maturely, and be caring with others

Cognitive Ability - Employee must have the ability to:

Follow written and verbal directions

Complete assigned tasks with minimal supervision

Perform independently within the limits of assigned responsibility

Independently make work-related decisions

Operate the building in the absence of other authority

Organize and manage your work area

Handle stressful situations with others

Give instructions to others

Be self-motivated

Manage and prioritize multiple tasks effectively

Assess how others can benefit from your help

Use correct grammar, sentence structure and spelling

Use written communication effectively

Perform mathematical computations

Be flexible in dealing with other

Specific Skills - Employee must have the ability to:

Use leadership skills and managerial skills

Learn and use new technology effectively

Be familiar with operating sound and lighting systems

Implement changes

Format various reports for clarity and content

Appropriately handle confidential information

Legally operate motorized vehicles

Utilize knowledge of various equipment

Schedule and perform routine operations

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Supervise and instruct others in various activities
Use knowledge of laws relating to vehicular and pedestrian traffic
Use knowledge of laws relating to security of operations and activities
Handle routine and emergency situations effectively
Be flexible
Know basic first aid
Follow a time schedule

License:

Motor Vehicle

Comments:

Must have a friendly, helpful personality and be able to perform in a fast-paced work environment with many disruptions, and do so with a high degree of accuracy. Strive constantly to promote the safety, health, and comfort of students, teachers, and staff.

Possess maturity and ability to effectively deal with stressful situations with all ages and types of people. Needs emotional stamina to function under pressure in a fast-moving work environment and complete the necessary daily operational duties.

Must be friendly, helpful, and patient while working with others to ensure a positive learning experience.

Also, must have the ability to interact effectively with students.

Evaluation: The employee will be evaluated annually according to Board Policy #512.

ACKNOWLEDGMENT:

Employee: The signature below indicates that I have read, understand, and can use the Essential Skills to perform the Typical Duties and complete the assignments that appear on this Job Description.

Employee Signature: _____

Date: _____

Supervisor/Administrator: _____

The Gettysburg Area School District is an Equal Opportunity Employer.

Approved copy to:

Employee Handbook

Supervisor/Administrator

Personnel File