

Boulder Valley School District
Job description

Job Title: Head Custodian, Elementary
 Department: Operations
 Reports to: Principal
 Prepared/Revised Date: May, 2011

FLSA Status: Non-Exempt
 Pay Range: Unit C; Grades 7 & 9
 Work year: 12 months
 261 Days

Summary

Provide a sanitary and safe environment for the students, staff, and the community.

Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Tasks and Descriptions	Frequency	Estimated % of Time
1. Disarm and Arm the building as necessary. Perform building inspections: Check for safety and maintenance issues, report and remove graffiti, report vandalism (interior/exterior), play structure inspection, and remove litter from school grounds.	Daily	10%
2. Fulfill special requests from staff and administrators; distribute delivery of warehouse orders and education materials to the appropriate classrooms.	Ongoing	3%
3. Open building for staff and students by turning on lights and unlocking specified classrooms, offices and entryway doors.	Daily	3%
4. Maintain staff and student restrooms throughout the day (clean and re-stock with hand soap and paper products as needed).	Daily	8%
5. Set up and break down Cafeteria for breakfast (if applicable) and lunch.	Daily	28%
6. Setup and breakdown for special events and meetings, locking/unlocking areas for access and provide customer support.	Ongoing	6%
7. Monitor and order custodial supplies and maintain material safety data sheets (MSDS) for chemicals that are being used in the facility.	Ongoing	1%
8. Monitor the buildings lighting, plumbing, electrical and mechanical systems (boiler, uni-vents, etc). Repair/report issues to maintenance department.	Daily	3%
9. Perform minor repairs and facility improvements such as assembling furniture and locker repair; minor equipment repair and painting. Repair of building deficiencies that are beyond ability and time should be reported to the maintenance department.	Ongoing	3%
10. Demonstrate effective communication (verbally and written) with the principal, teaching and custodial staff, students, and community members. Write and respond to emails from teaching staff and administration.	Daily	1%

11. Train and Coach a staff of up to 3 people, in all aspects of custodial maintenance. Direct the work of custodial staff, maintain time sheets and provide input on staff evaluations to administration.	Ongoing	10%
12. Assign and monitor custodial work areas. Develop and ensure completion of daily, summer, seasonal, and project cleaning schedules.	Ongoing	1%
13. Attend the required asbestos training in-service.	Ongoing	1%
14. Perform school integrated pest management (IPM).	Ongoing	1%
15. Remove snow and ice from areas around the building not accessible by snow plows. Perform seasonal projects such as mowing areas not accessible by a ride-on mower, tree trimming, cleaning outside windows and other assigned seasonal projects.	Seasonal	5%
16. Participate in deep cleaning of building during summer intermission.	Seasonal	2%
17. Respond to, and report appropriately, issues such as alarms, water leaks, fires, mechanical/electrical failures and gas leaks.	Ongoing	10%
18. Perform other custodial duties as assigned.	Ongoing	3%
19. Participate in crisis management plan for assigned school as directed by the principal or incident commander	Ongoing	1%
	Total=	100%

Education and Related Work Experience

High school diploma or equivalent
 1- 2 years of custodial experience

Licenses, Registrations or Certifications

Must pass various pre-employment background screenings

Technical Skills, Knowledge and Abilities

Oral and written communication skills.
 English language skills (the ability to read, write, and speak English).
 Interpersonal relationship skills.
 Ability to promote and follow building and departmental policies.
 Ability to communicate, interact and work effectively and cooperatively with people from diverse and educational backgrounds.
 Ability to recognize the importance of safety in the workplace. Must follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
 Safely and effectively operate custodial & maintenance equipment and tools. This includes, but not limited to the following: vacuums, carpet extractors, floor buffers, grounds equipment, electric hand held tools, basic hand held tools, paint tools, and other equipment used in custodial maintenance.
 Knowledge of proper cleaning procedures and preventative measures when using cleaning agents and pesticides.

Reporting Relationships and Direction/Guidance

	Position Title	Job Code
Reports to:	Principal	

	Position Title	Job Code
Direct Reports:	Custodian	

Physical Requirements and Working Conditions

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Use of hands and arms to push, pull & manipulate				X
Reaching with arms, including overhead				X
Climb or balance		X		
Stoop, kneel, bend, twist, crouch or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell			X	
Sit		X		

Weight and Force Demands	Amount of time			
	none	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds, dual lift		X		
More than 100 pounds	X			

Mental Functions	Amount of time			
	none	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate			x	
Instruct		x		
Compute		x		
Synthesize		x		
Evaluate				x
Interpersonal skills				x
Compile			x	
Negotiate			x	

Work Environment	Amount of time			
	none	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions			x	
Work near moving mechanical parts			x	
Work in high precarious places		x		
Fumes or airborne particles			x	
Toxic or caustic chemicals				x
Outdoor weather conditions			x	
Extreme cold (non-weather)		x		
Extreme heat (non-weather)		x		
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration			x	

Vision demands	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish color)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x