

**HILLSBORO CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>HEAD CUSTODIAN</b>	<b>File 603</b>
<b>Reports to:</b>	Principal	
<b>Job Objective:</b>	Coordinates and performs custodial duties to protect and preserve buildings, grounds, equipment, and furnishings.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· High school diploma or GED. Post-secondary training in a trade is desirable.</li><li>· Meets all mandated health screening requirements.</li><li>· A record free of criminal violations that would prohibit public school employment.</li><li>· Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.</li><li>· Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.</li><li>· Ability to establish working relationships with co-workers and function as part of a cohesive team.</li><li>· Commitment to keep current with skills essential to the objectives of the position.</li><li>· Skill/experience in boiler operations, maintenance, and basic repair procedures.</li><li>· Knowledge about building systems (e.g., HVAC, fire suppression, security, communication, etc.).</li><li>· Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Assigns and supervises custodial crews. Ensures the equitable distribution of workloads. Helps assigned staff meet established schedules. Provides for coverage during staff absences. Takes the initiative to perform routine tasks independently.</li><li>· Keeps the principal informed about emerging issues.</li><li>· Refers district policy questions to administrators.</li><li>· Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.</li><li>· Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.</li><li>· Helps the principal develop short/long-range program recommendations.</li><li>· Shares knowledge about advances in operational procedures and equipment technology.</li><li>· Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes and re-supplies toilet rooms. Cleans furniture, fixtures, walls, and windows.</li><li>· Anticipates and replenishes consumable custodial supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.</li><li>· Cleans, moves, and arranges furnishings, supplies, and equipment as directed.</li><li>· Performs minor repairs. Avoids disrupting building activities except during emergencies.</li><li>· Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.</li><li>· Performs routine grounds keeping activities as directed.</li><li>· Maintains playground areas and equipment as directed.</li><li>· Assists with snow removal operations as directed.</li><li>· Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).</li><li>· Documents all injuries that require treatment.</li><li>· Uses a district vehicle to pick-up and deliver equipment, materials, and other supplies as directed.</li><li>· Checks daily schedule and coordinates preparation and clean-up activities for building events.</li><li>· Assists other staff as needed to deal with unexpected or urgent situations.</li><li>· Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.).</li><li>· Provides copies of MSDS to the principal.</li><li>· Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.</li><li>· Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.</li></ul>	

- Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Manages individual, group, and organizational interactions.

**Supervisory  
Responsibility:**

Supervises assigned staff under the direction of the principal. Assumes responsibility for the results of duties delegated to staff.

**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hillsboro City School District Board of Education.

The Hillsboro City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

**Revised:** September, 2009

I have received a copy of this job description for my present position.

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Signature

\_\_\_\_\_  
Date