



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Assistant Head Custodian

F.L.S.A. Non Exempt

QUALIFICATIONS: High School diploma or G.E.D. Possess the physical ability to perform the essential job functions such as lifting and shoveling snow, work outside in inclement weather, listen to and follow directions, exhibit good communication skills, maintain positive relationships and a professional appearance, use basic office technology such as email, internet, and computers.

REPORTS TO: Head Custodian - Building

ESSENTIAL JOB FUNCTIONS:

1. Assume the role of Head Custodian on his/her shift, performing responsibilities as required.
2. Read and communicate to district staff using email on a regular basis.
3. Organize special function setups such as games, dances, etc., during the week and on weekends.
4. Ensure other custodial staff are aware of building activities, district activities, deadlines, and expectations.
5. Perform evening or weekend security checks when called.
6. Maintain inventory and recommend purchase of suitable supplies, tools, and equipment.
7. Serve as resource and role model for other custodial personnel.
8. Strive constantly to promote the safety, health, and comfort of the students and employees.
9. Perform major cleaning tasks such as vacuuming (using a 20 lb. vacuum daily for 3-4 hours), wet-mopping, sweeping, dusting, emptying trash (lifting waste paper and debris – minimum of 50 lbs.) and pencil sharpeners, cleaning chalkboards, and disinfecting drinking fountains.

10. Clean restrooms, including floors and all fixtures (i.e.: urinals, toilets, sinks, mirrors, partitions, and counters). Ensure restrooms are hygienic.
11. Wash windows and sills (door glass).
12. Perform ongoing tasks such as replacing light bulbs (climb ladders up to a height of 16 feet), filling dispensers, and setting up facilities for student and adult use (lifting furniture, boxes, and cafeteria tables – minimum of 50 lbs.).
13. Make minor building repairs and promptly report major repairs using the district's online work order system.
14. Work overtime and on weekends as necessary to meet District events and facility schedules.
15. Ensure that all doors and windows are appropriately locked.
16. Must be able to go up and down stairs frequently as well as regular bending and standing as needed in a daily shift.
17. Participate in major clean-up in summer, such as washing desks and chairs, washing down walls, stripping and waxing floors, as well as any other special duties assigned.
18. Pull weeds and keep grounds free of rubbish.
19. Shovel snow from steps and sidewalks, apply ice melt when appropriate.

ADDITIONAL RESPONSIBILITIES:

1. Understand and communicate, both verbally and in writing, using the English language to staff, students, and patrons of the district.
2. Maintain a positive demeanor.
3. Demonstrate exemplary customer service skills.
4. Maintain a professional relationship with staff, students, and patrons.
5. Attend meetings as scheduled by supervisors and District Administrators.
6. Complete requested paperwork, electronic forms, surveys, or training as requested.