*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

**Position:** Custodian (Head)

**Reports to:** Facilities & Special Projects Supervisor

**Employment Status:** Regular/Full-time

**FLSA Status:** Non-Exempt

**Description:** Assist in the efficient operation of the school building by maintaining the building and grounds in a condition of excellence and providing expert knowledge leadership to the custodial staff to ensure that students, staff, and visitors receive maximum benefit of the facilities

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Direct work of custodial staff
* Assign work schedules for custodial staff
* Consult with building principal as needed
* Assist in the evaluation of custodial staff
* Maintain necessary records as required
* Acts as on-site Supervisor
* Prepares building reports and maintenance records
* Performs as working custodial supervisor
* Provide organizational and routine custodial activities at assigned building
* Plan, implement, oversee and participate in all custodial activities
* Train and provide direction to custodial staff
* Implement District approved response to emergency situations
* Responsible for maintenance of building
* Maintain accurate inventory of all custodial equipment, materials and supplies
* Request needed equipment, materials and supplies
* Inspect building daily for inefficiencies
* Complete paperwork within required timeframes
* Practice good safety procedures and protocols
* Attend meetings and in-services as required
* Maintain building keys and key inventory
* Maintain fire extinguisher inventory
* Maintain the care and operation of the United States Flag
* Maintain and receive all cleaning, maintenance, and custodial supplies
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance, attitude and conversation
* Report all cases of child abuse to appropriate school personnel and proper government authority

**Other Duties and Responsibilities:**

* Serve as a role model for students and staff
* Exercise care and safety in use of all cleaning supplies and equipment
* Establish and maintain effective working relationships with other employees and building staff
* Interact in a positive manner with staff, students, and parents
* Respond to routine questions and requests in an appropriate and timely manner
* Maintain a level of approachability by administration and staff
* Perform other related duties as assigned by the building administrator or Facilities and Special Projects Supervisor

**Qualifications/Certificates:**

* High School Diploma
* three years related experience
* Alternative to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to read and understand verbal and written instructions, warnings and labels
* Ability to work quickly and efficiently
* Knowledge of heating and cooling systems preferred
* Knowledge of proper safety procedures for storage and care of chemicals
* Knowledge of proper use of sweepers, vacuum machines, mops and other custodial equipment
* Ability to work independently and/or team environment
* Ability to maintain simple records and make reports

**Additional Working Conditions:**

* Interaction among children
* Operation of equipment outside under unfavorable weather conditions
* Occasional requirement to work near moving mechanical parts
* Occasional pushing and/or pushing mobile equipment to a maximum of 300 pounds
* Occasional excessive standing to perform repairs
* Occasional requirement to walk in excess of 2 miles per day
* Frequent climbing of stairs and/or ladders
* Frequent exposure to loud noises, e.g., power tools, vacuum
* Repetitive hand motion, e.g., waxing, mopping, sweeping, washing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to travel to cover absence shortage
* Occasional need to work overtime
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 50 pounds

**Equipment Operated:**

Power/Hand Tools Ladder Snow Removal Equipment Power washer

Air Compressor Landscaping Equipment Other relevant equipment/technology

**Required Testing Continuing Educ./Training Clearances**

None Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date