

ASSISTANT HEAD CUSTODIAN

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs responsible semiskilled work overseeing, coordinating and participating in the care and cleaning of school buildings and facilities. This position is designated as “Essential Personnel”, requiring that employees respond and report to normal and after hour’s emergencies including inclement weather events, building emergencies, etc. In the event of an emergency at another school facility, custodial staff may be temporarily reassigned to assist at that facility. Work is performed under regular supervision. Limited supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Overseeing and participating in the care and cleaning of buildings and facilities; overseeing and participating in general landscaping duties; requesting and distributing supplies; maintaining records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs, trains staff; prepares assignments and work schedules and may participate in conducting annual evaluations of assigned staff.
- Assists the Head Custodian in overseeing, leading and participating in the custodial care of buildings; sweeps, mops, scrubs, strips, seals, waxes and vacuums floor surfaces; schedules floor work to ensure least possible disruption of work routines in buildings and offices.
- Assists the Head Custodian in maintaining supply inventories; ensures inventory is adequate to perform duties of position; stores equipment and cleaning supplies.
- Assist the Head Custodian in overseeing, leading and participating in the custodian care of grounds; mows grass; edges sidewalks, blows debris off sidewalks; removes snow and ice, Trims bushes and trees.
- Assists Head Custodian in preparing, following up and completing work orders for maintenance of buildings.
- Assist Head Custodian in the recurring regulatory inspections and reporting for fire extinguishers, exit lighting and playgrounds where applicable. .
- Performs preoperational check of all custodial and grounds equipment prior to use
- Perform required cleaning and maintenance of all custodial and grounds equipment after each use.
- Assembles equipment and furniture.
- Dusts and cleans desks and other furniture.
- Cleans restroom areas and fixtures; replenishes paper supplies and soap as necessary.
- Checks play areas and around school buildings for trash, debris or hazards.
- Empties trash receptacles and deposits collected refuse in proper receptacles; deposits recyclable material in proper receptacles.
- Changes light bulbs; repairs or replaces ceiling tiles.
- Opens and closes buildings for regular school use and for after-hour events.
- Set up and break down of facilities for special events.
- Assists with moving materials and furniture; delivers copy paper to rooms.
- Organizes and schedules custodial personnel for setting up special events.
- Follows Blood-borne Pathogen and blood spill cleanup procedures, responds to accidents or potential safety hazards which may require contact with chemical spills, blood or other bodily fluids.
- Investigates equipment breakdowns.
- Participates in quality control inspections and ensures compliance.
- Attend custodial staff meetings and trainings.
- Completes annual trainings in coordination with annual review.
- Responsible for reading, comprehending and complying with Custodial Program Manual on a regular basis; trains staff of changes and /or updates made to the manual.
- May be required to work a shift other than originally assigned on a regular or rotating basis.
- Adheres to safety procedures and proper workplace ergonomics.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; general knowledge about building systems (i.e. HVAC, security, fire alarm, etc.) , fixtures and equipment; ability to express ideas clearly, orally and in writing; ability to understand oral and written directions; ability to read and write; physical ability to perform heavy manual work; ability to work independently; ability to plan, train and supervise the work of subordinates in a manner conducive to full performance and high morale; ability to establish and maintain effective working relationships with associates. Basic computer skills including ability to

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

read and respond to emails.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in custodial and building maintenance work.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing or working at heights utilizing ladders up to 12', balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, vibration, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.