

Rice Lake Area School District Position Description

Position Title: Head Custodian – Days (Middle School/Hilltop)
Department: Custodial Staff
Reports To: Building Principal, Assistant Principal(s), Director of Finance & Operations

Job Goal:

This position keeps the school building in such a state of operating excellence that it presents no problems or interruptions to the educational program.

Essential Job Functions & Responsibilities:

- 1) Instruct custodians verbally and in writing on building, grounds, and custodial and routine preventative maintenance issues.
- 2) Maintains sufficient inventory of custodial maintenance supplies.
- 3) Performs ongoing preventative maintenance and minor repair on plumbing, electrical, blowers, equipment, building structure, and hardware.
- 4) Performs normal operation adjustments and service to facility equipment such as, but not limited to compressor, uninvent, generators, fans, and maintains accurate records on operational and maintenance activities.
- 5) Insures that proper maintenance, cleaning, etc. is performed on district vehicles, grounds, and equipment that is assigned to the Middle School and Hilltop buildings.
- 6) Designate overtime assignments with Director of Finance & Operations prior approval, work assignments, follow up, cleaning assignments, equipment and material disbursement.
- 7) Coordinate summer work schedule and work assignments for all Middle School and Hilltop building custodians.
- 8) Patch and repair cement, mortar, plaster, and drywall work.
- 9) Perform minor plumbing, electrical installations such as fixture repair or replacements, drain cleaning and piping extensions.
- 10) Make repairs to storm windows and screens.
- 11) Develop with principal or Director of Finance & Operations a schedule to sweep, scrub, mop, wax, or polish floors.
- 12) Develop a schedule to clean walls, windows, fixtures, fountains, doors, lavatories, and other school equipment.
- 13) Collect and dispose of trash and litter daily.
- 14) Assist with daily deliveries if necessary.
- 15) Test fire alarms weekly and maintain required records.
- 16) Maintain grounds free from litter or other unsightly things.
- 17) Performs normal operator adjustments and services to facility equipment.
- 18) Coordinate setup of athletic fields, gymnasium, auditorium, and any special events at the Middle School and Hilltop locations.

- 19) Notifies Director of Finance & Operations of any mechanical breakdowns, equipment needs, or safety hazards associated with the Middle School and Hilltop locations.
- 20) Coordinates unloading of deliveries and assists in disbursement of delivered items throughout the district.
- 21) Performs other duties as requested by the Finance & Operations or building principal.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

Mathematical Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume and distance.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Education and/or Experience:

High School Diploma

Marginal Skills or Job Functions:

- 1) Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.
- 2) Removes snow, cuts grass, painting, delivers items and operates equipment related to assigned tasks as required.
- 3) Performs related duties as assigned or directed by supervisor, or building principal.
- 4) Set up or assist setup-building activities.
- 5) Must have knowledge of Microsoft, word, excel and to be able to communicate via E-Mail

Physical Demands:

- 1) The employee must frequently lift and/or move 50 pounds such as cleaning supplies, pails and materials. Occasionally the employee will lift and/or move up to 90 pounds such as salt barrels or bulk furniture. Employee will be required to sometimes push/pull/lift items such as tables, bleachers, and scrubbing machines. Specific vision abilities required by this job include, but are not limited to, close vision, color vision, peripheral vision depth perception and the ability to adjust focus.

- 2) Other functions required in this position walk, stand, use of hands and fingers to operate tools, controls and feel objects. The employee must frequently squat, bend, stoop, kneel, reach above the head and reach forward. The employees will frequently bend or twist at the neck or trunk more than the average person while performing this job function.

Working Environment:

- 1) Moderate or greater noise levels associated with the use of power equipment, vacuums, mowers and mechanical equipment.
- 2) Temperature extremes include some exposure to the outdoors, freezers, and mechanical rooms.
- 3) Possible hazards exist with the use of harsh chemicals, body fluid cleanup, petroleum products, and degreasers.
- 4) Some toxic or caustic chemicals are used on a daily basis.
- 5) May at times be required to work at heights above 10 feet off the ground.
- 6) May at times be required to work in confined spaces such as building tunnels.

Performance Requirements:

Must have the ability to:

- 1) Follow written and oral instructions.
- 2) Give written and oral instruction.
- 3) Work effectively with others including coworkers, teachers, students and supervisory personnel.

Must have knowledge of:

- 1) Proper cleaning and sanitizing methods.
- 2) Basic electrical, mechanical, plumbing and HVAC systems.
- 3) Proper safety measures needed for a safe working environment.
- 4) Building activities scheduled and proper setups or the willingness and ability to learn.

Licensing:

- 1) Valid Wisconsin drivers license
- 2) Any other license or certification is a plus

The Rice Lake Area School District is an equal opportunity employer. The District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.