HEAD CUSTODIAN

Cape Elizabeth School Department Job Description

QUALIFICATIONS:

I. **Education/Certification:** High School diploma, or equivalent, post secondary training desirable. Hold a valid State of Maine Criminal History Records Check Approval.

II. **Special Knowledge/Skills:** Demonstrated aptitude or competence in the performance responsibilities listed here: good work habits; dependability; ability to maintain positive relations with custodial staff, students, administrators, school and town personnel, and citizens at all times; knowledge of chemicals, asbestos management, safety and Material Safety Data Sheets. Demonstrated aptitude or competence in supervision, organization, training of employees, and appropriate use of cleaning products. A positive attitude is expected at all times. Employees are expected to be flexible and work as a team member. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.

III. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Director of Facilities

SUPERVISES: Custodial Staff

JOB GOAL: To maintain the physical school/town facilities in a condition of operating excellence, cleanliness, and safety, so that full and appropriate use of them may be made at all times.

PERFORMANCE RESPONSIBILITIES:

I. Performs all duties of a custodian.

II. Oversees daily cleaning of assigned building(s).

III. Supervise staff and enforce cleaning assignments and responsibilities within the assigned building(s).

IV. Responsible for building and event setups and cleanups.

V. Nightly security check of building(s).

VI. Report any and all issues and concerns to the Director of Facilities as they arise.

VII. Oversees summer cleaning of building(s).

VIII. Meets weekly with the Operations Manager.

IX. Receives calls for absence and secures substitutes.

X. Input Work Orders into the system.

XI. Inventory and ordering of supplies.

XII. Responsible for assigning coverage for weekend events.

XIII. Evaluate the performances of the Custodial staff according to the approved schedule.

XIV. Performs other tasks as may be assigned by the Director of Facilities as this is just a snapshot of core responsibilities.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting.

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: adjusting, connecting, painting, lifting up to fifty (50) pounds, pulling, climbing stairs, writing, operating equipment, and use of ladders and scaffolding.

Environmental Conditions: outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone.

TERMS OF EMPLOYMENT: Applicable terms of the Cape Elizabeth Education Association agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Facilities will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future

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