

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** ASSISTANT HEAD CUSTODIAN

**REPORTS TO:** Building Principal, or designee

**RESPONSIBILITIES:**

1. Perform daily cleaning of designated areas as outlined in the duty work schedule in each building. Duties and responsibilities include but are not limited to the following:
  - a. trash pick up and removal
  - b. vacuum
  - c. mop
  - d. sweep
  - e. dust
  - f. disinfect and sanitize
  - g. scrub
  - h. wash windows
  - i. strip and wax floors
2. Perform minor repairs to building and equipment including but not limited to the following:
  - a. Replace electrical system components/switches, outlet receptacles, fuses, light bulbs, and/or fluorescent tubes;
  - b. Replace plumbing systems components/faucet washers, flush valve diaphragms, slip joint gaskets, and toilet shut-off floats;
  - c. Clear clogged drains and traps;
  - d. Tighten door hinges and closers;
  - e. Minor wall patching and touch-up painting;
  - f. Replace floor tile and make minor repairs on linoleum floor covering;
  - g. Shampoo carpets; and
  - h. Seal gym floors.
3. Wear District pager and respond to calls from office.
4. Act as contact person for public events and rentals.
5. Operate heating plant when needed.
6. Prepare classrooms and/or other spaces as needed for activities.
7. Responsible for assuring building security.
8. Safely operate equipment, chemicals, and cleaning agents as required by the cleaning task.
9. Maintain and operate equipment to ensure optimum performance and report need for repairs to head custodian or building principal.

**RESPONSIBILITIES: (Continued)**

10. Remove snow and ice from walkways and steps as necessary.
11. Successfully complete employee safety orientation and maintain safety standards for self and the District.
12. Attend relevant training classes, workshops, and meetings as required.
13. Coordinate the job responsibilities assigned to night shift custodians.
14. In the absence of the head custodian, assume the duties, responsibilities, and work schedule of that position.
15. Work with staff, students, parents, and the general public in a professional and appropriate manner.
16. Maintain confidentiality.
17. Perform additional duties and responsibilities as may be assigned by the building principal, Buildings and Grounds Manager, or Buildings and Grounds Supervisor.

**QUALIFICATIONS:**

1. High school diploma or equivalent (GED).
2. Vocational or technical training in custodial trades preferred.
3. At least one (1) year experience in either a public or commercial custodial position preferred.
4. Demonstrated ability to communicate effectively with students, staff, administration, and the general public.
5. Ability to lift, shove, pull, push, and carry objects weighing at least seventy-five (75) pounds.
6. Valid Washington State driver's license preferred.
7. Demonstrated ability to use good judgment in accessing, prioritizing, scheduling, and completing custodial work.
8. Demonstrated ability to direct subordinates' work in a positive way.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

4/8/04

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