

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington
JOB DESCRIPTION

POSITION: HEAD CUSTODIAN

REPORTS TO: Building Principal, or designee

RESPONSIBILITIES:

1. Direct building custodial personnel in cleaning of buildings, maintenance of grounds, and making minor repairs on buildings and equipment.
2. Perform daily cleaning of designated areas as outlined in the specific 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
3. Perform minor repairs on 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 system 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. carpet shampooing;
 - h. seal gym floors; and
 - i. minor roof maintenance and repair.

RESPONSIBILITIES: (Continued)

4. Operate, clean, inspect, and replace drive belts and lubricate heating and ventilating mechanical equipment.
5. Inspect boilers daily and clean boilers as directed.
6. Operate and maintain floor care equipment to ensure optimum performance and report need for repairs to building principal.
7. Train custodial staff in the proper care and use of equipment, cleaning agents, chemicals, and mixtures.
8. Remove snow and ice from walkways and steps and apply salt, as necessary.
9. Assume responsibility for all cold weather procedures.
10. Direct and participate in preparation of classrooms and/or other spaces as needed for building activities.
11. Perform grounds keeping duties that are not the responsibility of the maintenance department.
12. Maintain equipment to ensure optimum performance and report need for repairs to the appropriate administrator.
13. Requisition and receive custodial supplies and equipment and maintain necessary inventory.
14. Successfully complete employee safety orientation and maintain safety standards for self and the District.
15. Attend relevant training classes, workshops, and meetings as required.
16. Initiate District work orders for major repairs and improvements.
17. Work with staff, students, parents, and the general public in a professional and appropriate manner.
18. Maintain confidentiality.
19. Perform additional duties and responsibilities as may be assigned by the building principal, Buildings and Grounds Manager, or Assistant Operations 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. At least two (2) years successful experience in a related position involving staff direction preferred.
5. At least three (3) years experience in a custodial position preferred.
6. Demonstrated ability to communicate effectively with students, staff, administration, and the general public.
7. Ability to lift, shove, pull, push, and carry objects weighing at least seventy-five (75) pounds.
8. Valid Washington State driver's license preferred.
9. Demonstrated ability to use good judgment in assessing, prioritizing, scheduling, and completing custodial work.
10. Demonstrated ability to direct employees in a positive way.
11. Demonstrated ability to utilize good organizational and time management skills in the preparation and implementation of effective work schedules.
12. Demonstrated mechanical/electrical ability.
13. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.