

TO: CLASSIFIED PERSONNEL

CURRENT STAFF ONLY

FROM: RUSSELL CHABOUDY, SUPERINTENDENT

DATE: September 9, 2013

SUBJECT: **TEMPORARY** VACANCY – HEAD CUSTODIAN – COVENTRY MIDDLE SCHOOL

In reference to Section 7.4 of the Union negotiated agreement, there is a **temporary** vacancy for a Head Custodian at Coventry Middle School.

If you meet the requirements and are interested in applying for this position, please apply by completing an ***Intent of Interest Form*** (No Emails) to ***Mr. Jon Hibian, Coventry Local School District, 2910 S. Main St., Akron 44319, by 3:00 p.m. on Monday, September 16, 2013. Intent forms are available in school offices or at the Central Office.***

FUNCTION OF JOB

Reports to the Building Principal, Director of Facilities and Operations and Maintenance Supervisor and is under the general supervision of other district administrators

MINIMUM ACCEPTABLE QUALIFICATIONS

- A. High school diploma or GED
- B. Knowledge of basic computer skills
- C. Criminal background check or investigation that is free of violations that prohibit public school employment
- D. Meet all mandated health requirements
- E. Ability to be punctual and maintain a consistent attendance record
- F. Ability to deal tactfully with the public
- G. Ability to maintain an effective working relationship with other employees
- H. Ability to work with children
- I. Ability to problem solve
- J. Ability to work independently
- K. Ability to take and follow directions
- L. Ability to respond to building emergencies
- M. Ability to sit, stand, walk, talk, hear, see, read, speak, reach, stretch, crouch, climb, balance, kneel and stoop
- N. Develop and maintain regular cleaning and maintenance schedule

JOB SPECIFIC QUALIFICATIONS

- A. Must be able to operate heating and cooling systems
- B. Must have working knowledge of custodial duties and the use of cleaning equipment.
- C. Must demonstrate organizational, planning and supervisory skills
- D. Must have ability to occasionally move 50 pounds or more and perform other heavy work. In general must have ability to lift, carry and/or move supplies and equipment necessary to fill his/her essential functions/responsibilities
- E. Must demonstrate basic knowledge of general maintenance including electrical, plumbing, carpentry and equipment repair, preventative maintenance and boiler operations, if applicable
- F. Must have ability to respond to service emergencies
- G. Must have knowledge of HVAC control systems
- H. Must have ability to learn appropriate skills for position
- I. Must have ability to train other employees
- J. Must have ability to perform strenuous physical activities
- K. Must have ability to walk and stand for long periods of time
- L. Must be able to use and operate lifts and scaffolding

GENERAL RESPONSIBILITIES

Perform and supervise maintenance and custodial duties to protect and preserve board-owned buildings, grounds, equipment and furnishings. Directs the delivery and continuous improvement of custodial and maintenance services in the district. Keep the building principal, maintenance supervisor and other administrators apprised of maintenance activities and developing issues.

This person is responsible in organizing, directing and participating in custodial and maintenance operations at a public school building. An employee in this classification is responsible for the cleanliness of assigned building and grounds. Supervise, organize and coordinate daily work schedules and ensure assigned duties are performed.

Job Description
Head Custodian

SPECIFIC RESPONSIBILITIES

- A. Ensure safety of students
- B. Work overtime as required
- C. Participate in occupational safety and health training programs as required
- D. Attend meetings and seminars as required
- E. Complete paperwork as required
- F. Make contacts with public with tact and diplomacy
- G. Interact in a positive manner with staff, students and public
- H. Promote good public relations by personal appearance, attitude and conversation
- I. Maintain records and complete reports
- J. Operate HVAC System where applicable
- K. Maintain an accurate inventory of all custodial equipment, materials and supplies
- L. Request needed equipment, materials and supplies
- M. Trash removal and operate recycle program
- N. Shovel and remove snow from school grounds
- O. Trim and weed, sweep areas around building and grounds and maintain courtyard if applicable
- P. Maintain clean and safe mechanical and custodial rooms
- Q. Sweep, vacuum, mop, strip, and wax floors and steps. Clean carpets and walk off mats
- R. Empty and clean waste receptacles, trash pails and pencil sharpeners
- S. Refill soap dispensers, paper towel dispensers and bathroom tissue dispensers in all rest rooms
- T. Remove cob webs, clean windows and chalk boards
- U. Monitor mechanical rooms for safety
- V. Clean and maintain custodial equipment and materials
- W. Clean and sanitize building to include, restrooms, classrooms, halls, cafeteria, drinking fountains, shower rooms, mop closets, kitchens, athletic rooms and gyms
- X. Conduct periodic inspections of the building, check facility for issues impacting safety
- Y. Follow approved safety procedures to clean up injuries involving chemicals, solvents, blood, bodily fluids and/or tissues
- Z. Comply with safety regulations and environmental laws, including verifying that custodial supplies are labeled, inventoried and stored properly
- AA. Plan, assign and supervise the work of other employees engaged in cleaning and performing minor maintenance tasks within the facility
- BB. Give specific oral and written instructions for assignments
- CC. Organize, direct and participate in custodial and routine maintenance of building
- DD. Responsible for the proper cleanliness and upkeep of the facilities
- EE. Assign, supervise and inspect the work of assistant head custodians and custodial helpers
- FF. Order supplies for custodial use
- GG. Prepare and maintain an annual equipment inventory and prepare seasonal equipment for storage
- HH. Responsible for heating and cooling plant of building
- II. Ability to maintain sweepers, vacuums, floor care equipment, carpet scrubbers, mowers, blowers and weed eaters
- JJ. Replace and install window screens
- KK. Hang white/bulletin and Smart Boards as necessary
- LL. Change ballasts and light bulbs
- MM. Make minor repairs to bath stall and fix drain leaks and clogs
- NN. Submit work orders and report unsafe conditions
- OO. Responds to alarm drops
- PP. Other miscellaneous duties as may be deemed necessary and assigned by the Superintendent or his/her designee

EQUIPMENT OPERATED

- A. Various hand tools
- B. Vacuum cleaner
- C. Wet and dry vacuum
- D. Floor waxing machine
- E. Ladder
- F. Man lift
- G. Scaffolding
- H. Floor stripping machine
- I. Buffing machine
- J. Hand Carts

- K. Dolly
- L. Pallet truck
- M. Snow removal equipment – Snow blower, shovel and salt spreader
- N. Lawn equipment – mower, weed eater, hedge clipper, sprinkler, edger and leaf blower

WORKING CONDITIONS

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations

- A. Balancing, bending, crouching, kneeling, reaching, and standing
- B. Exposure to adverse weather conditions and temperature extremes
- C. Exposure to blood-borne pathogens and communicable diseases
- D. Interactions with aggressive, disruptive, and/or unruly individuals
- E. Lifting, carrying, and moving work-related supplies/equipment
- F. Operating and/or riding in a vehicle
- G. Performing repetitive tasks for prolonged periods
- H. Traveling to meetings and work assignments