



Valparaiso Community School Corporation

Job Description

Valparaiso Community Schools
Valparaiso IN 46385
Valparaiso High School

Title: Head Custodian

Qualifications: Experience in custodial/janitorial work

Job Goal: Primary responsibility is to provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to learn, play, work and develop.

Responsibilities: Provide leadership for the building custodial staff and perform a variety of tasks involving general care of the building and grounds; the work involves cleaning, repairing and maintenance.

1. Maintains security and safety of building as outlined by Principal or his/her designee.
2. Oversees that the building and premises be kept neat and clean at all times.
3. Provides great customer service and interacts appropriately with students, staff, and visitors.
4. Manages and supervises overall work schedules and assignments for custodial staff and coordinates additional tasks with building administrators.
5. Trains new employees in proper cleaning, maintenance, and usage of equipment.
6. Performs all duties and ensures custodial staff maintains high standards of safety, cleanliness and efficiency: dusts and cleans classrooms and offices, washes walls and woodwork, washes windows, sweeps, mops, strips, scrubs, buffs, and waxes floors, shampoos and vacuums carpets, and washes and sanitizes bathroom fixtures, drinking fountains and replenishes supplies.
7. Inventories, maintains and orders custodial materials and equipment for the building.
8. Keeps an inventory of supplies and equipment, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian's work.
9. Conducts an ongoing program of general maintenance, upkeep, and repair.
10. Keeps records on regular maintenance of filters, motors, pumps, fans, etc.
11. Maintains all custodial and grounds equipment such as mowers, edgers, weed eaters, etc as well as custodial power equipment.
12. Routinely inspects buildings, grounds and mechanical equipment to insure proper maintenance and safety.

13. Reports immediately to the principal any damage to school property (inside or out).
14. Reports major repairs needed promptly to building principal and fills out and submits all work orders for maintenance.
15. Routinely inspects, services and troubleshoots in areas of controls as relates to air handling units and/or air conditioning, as well as all other equipment.
16. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
17. Oversees the opening and closing of the building each school day for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
18. Assists building administrators in working with special groups who use the building in the off hours and schedules custodian for events.
19. Must be able to work independently to complete assigned tasks.
20. Other duties as assigned by the Principal or his/her designee.

Physical Demands:

- Must be able to bend, reach, walk and stand for prolonged periods of time
- Must be able to lift 50 lbs. due having to move heavy objects at times, such as, furniture or equipment
- Required to operate power equipment such as buffers and scrubbers
- May need to take precautions to avoid exposure to cleaning and stripping compounds and fumes
- Exposed to noise from power equipment
- Performing grounds maintenance may require periodically working outdoors in inclement weather
- Potential exposure to ordinary diseases carried by students
- May need to take precautions to avoid exposure to student bodily fluids
- May be required to be on call to return to work off hours for emergencies
- May need to take precautions when inspecting cause of fire alarms
- May deal with distraught or difficult individuals.

Qualifications:

- A high school education or the equivalent
- Demonstrated leadership ability with a multi-person staff, i.e. can plan, organize, provide leadership, communicate, manage tasks simultaneously, develop a work schedule for self and others, and accomplish work on time and within an established schedule.
- Demonstrated initiative, flexibility, dependability and skill in custodial duties in previous years.
- Possesses computer and word processing skills.
- Familiarity with all materials and equipment used in the care of the building and grounds.
- Possesses the ability to maintain congenial, positive and productive working relationships with students, staff and the public.
- Has good communication skills; can follow written and oral instructions.

Reports To:

- Building Principal or his/her designee

To Apply:

- Submit letter of interest to Dr. Reid Amones at ramones@valpo.k12.in.us and submit all application materials via AppliTrack at <http://www.applitrack.com/valpo/onlineapp/>

*No phone calls please

