

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Head Custodian

QUALIFICATIONS:

1. **Education/Certification:** High School diploma, or equivalent, post secondary training desirable. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; 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.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Director of Facilities and Transportation

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:

1. Performs all duties of a custodian.
2. Oversees daily cleaning of assigned building(s).
3. Supervise staff and enforce cleaning assignments and responsibilities within assigned building(s).
4. Responsible for building and event setups and cleanups.
5. Nightly security check of building(s).
6. Report any and all issues and concerns to Director of Facilities and Transportation as they arise.
7. Oversees summer cleaning of building(s).
8. Meets three (3) times per week with Director of Facilities and Transportation
9. Receives calls for absence and secures substitutes.

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10. Refers equipment maintenance and repairs to maintenance department and/or receives approval from Director of Facilities and Transportation for outside repair.
11. Requisitions supplies from Director of Facilities and Transportation as needed.
12. Responsible for assigning coverage for weekend events.
13. Evaluates the performances of the Custodial staff according to the approved schedule.
14. Performs other tasks as may be assigned by the Director of Facilities and Transportation.

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 and Transportation 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.

School Board Approved: June 12, 2007
Revised: November 3, 2009
October 9, 2012