

JOB DESCRIPTION
ADMINISTRATIVE REGULATION GCA-R HBC

1:0 HEAD BUILDING CUSTODIAN

2:0 LINE AND STAFF RELATIONSHIP

2:1 The Head Building Custodian reports to and is evaluated by the Building Principal or his/her designee.

3:0 FUNCTIONS AND DUTIES- THE HEAD BUILDING CUSTODIAN

3:1 The Head Building Custodian performs the core essential duties of a building custodian. Under the direction of the Facility Manager, the Head Building Custodian supervises a group of custodians located in different buildings. The Head Building Custodian performs additional duties and responsibilities of which the following are typical examples:

3:1:1 The Head Building Custodian prepares budget estimates for maintenance and repair of schools and/or other municipal buildings.

3:1:2 The Head Building Custodian performs building checks in accordance with the Agreement between the Custodial Unit and the Fairhaven School Committee.

3:1:3 The Head Building Custodian in coordination with the Facility Manager, prepares specifications for mechanical equipment to be purchased and installed in buildings.

3:1:4 The Head Building Custodian in coordination with the Facility Manager, determines necessity for maintenance work or structural alterations.

3:1:5 The Head Building Custodian in coordination with the Facility Manager, prepares monitors and inspects work performed by the outside contractors.

3:1:6 The Head Building Custodian trains new employees, supervises and monitors the work of subordinates.

CORE ESSENTIAL DUTIES AND RESPONSIBILITIES

3:1:7 The Head Building Custodian performs routine custodial maintenance, cleaning, and grounds keeping tasks in assigned school buildings and grounds. Additionally, this position may be assigned to other maintenance duties as directed by Facilities Manager. The core essential duties and responsibilities are performed in a public school building environment and include use of electrically powered cleaning equipment and cleaning substances that may involve related hazards and outdoor work in inclement weather conditions.

- 3:1:8 The Head Building Custodian typical duties performed are cleaning, dusting, sweeping, washing, buffing and waxing floors, washing windows, changing light bulbs, policing grounds, sweeping walks, cutting lawns, removing snow and ice, caring for custodial equipment, emptying wastebaskets, removing trash, operating low pressure heating and ventilating systems, ordering custodial supplies, and making minor repairs to buildings, equipment, and heating, lighting, ventilating, and plumbing systems.
- 3:1:9 The Head Building Custodian empties and cleans trash containers, including transporting bagged waste to outside trash receptacles.
- 3:1:10 The Head Building Custodian performs general cleanup of any and all incidents as they arise.
- 3:1:11 The Head Building Custodian removes gum from floors.
- 3:1:12 The Head Building Custodian removes all spots from carpeted areas.
- 3:1:13 The Head Building Custodian extracts soiled areas on carpets as needed.
- 3:1:14 The Head Building Custodian picks up any paper left on the floor and any debris in the hallway.
- 3:1:15 The Head Building Custodian removes all marks from walls and lockers nightly
- 3:1:16 The Head Building Custodian dusts mops and sweeps corners of all tiled classrooms and adjacent rooms. Wet mop if needed.
- 3:1:17 The Head Building Custodian makes sure all rooms appear orderly.
- 3:1:18 The Head Building Custodian cleans and sanitizes all drinking fountains daily.
- 3:1:19 The Head Building Custodian assists with locker jams.
- 3:1:20 The Head Building Custodian sweeps and mop floors, including restrooms, classrooms, hallways, offices, multipurpose rooms, cafeterias and food preparation areas, science and computer labs, art rooms, music classrooms, meeting rooms, and related rooms.
- 3:1:21 The Head Building Custodian cleans floor corners and ledges daily.
- 3:1:22 The Head Building Custodian cleans top ledges of lockers.
- 3:1:23 The Head Building Custodian vacuums carpeted floors, washes walls, windows and surface areas.
- 3:1:24 The Head Building Custodian dusts window sills and cabinet ledges.
- 3:1:25 The Head Building Custodian cleans light fixtures and replaces bulbs.

- 3:1:26 The Head Building Custodian dusts and cleans air vents and changes air filters.
- 3:1:27 The Head Building Custodian cleans and polishes mirrors, wood and other special reflective and decorative surfaces.
- 3:1:28 The Head Building Custodian cleans spills, spot cleans or shampoo's carpets, and removes graffiti as needed.
- 3:1:29 The Head Building Custodian assists in moving and setting up furniture and equipment.
- 3:1:30 The Head Building Custodian unloads supplies, paper stocks, books, and inventory items.
- 3:1:31 The Head Building Custodian maintains and regulates HVAC systems to provide building temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
- 3:1:32 The Head Building Custodian sets up for and breaks down before and after special events.
- 3:1:33 The Head Building Custodian assists other employees with cleanup after large activities (e.g. athletic contest, concert, etc.)
- 3:1:34 The Head Building Custodian performs minor maintenance including, but not limited to, changing light bulbs, minor plumbing and electrical repairs, painting and classroom repairs.
- 3:1:35 The Head Building Custodian cleans all equipment after use.
- 3:1:36 The Head Building Custodian maintains sufficient inventory of cleaning supplies.
- 3:1:37 The Head Building Custodian operates, cleans and maintains custodial equipment.
- 3:1:38 The Head Building Custodian operates, maintains, and performs minor repairs to powered custodial equipment including, but not limited to, vacuums, strippers, waxers, buffers shampoo cleaners and power washers.
- 3:1:39 The Head Building Custodian operates hand cleaning equipment including, but not limited to, brooms, dust and wet mops, dust pans, and dusters.
- 3:1:40 The Head Building Custodian operates, maintains, and performs minor repairs to grounds keeping equipment including, but not limited to, mowers, edgers, weed cutters, irrigation systems, blowers and related equipment.

BATHROOMS

- 3:1:41 The Head Building Custodian cleans and sanitizes restroom areas, including toilets, sinks, mirrors, privacy dividers, walls and floors.

3:1:42 The Head Building Custodian washes and disinfects all toilets, urinals, and walls.

3:1:43 The Head Building Custodian dusts all walls and other flat surfaces.

3:1:44 The Head Building Custodian cleans all mirrors.

3:1:45 The Head Building Custodian sweeps and washes the floors with disinfectant daily.

3:1:46 The Head Building Custodian maintains supply levels in restrooms, including toilet paper, paper towels, and soap.

3:1:47 The Head Building Custodian washes any graffiti off any surface after informing administration immediately.

3:1:48 The Head Building Custodian secures all doors and windows.

NURSES OFFICE

3:1:49 The Head Building Custodian washes and disinfects all furniture bimonthly.

3:1:50 The Head Building Custodian washes and disinfects all countertops on a daily.

3:1:51 The Head Building Custodian dusts all shelving and window ledges weekly.

3:1:52 The Head Building Custodian empties and cleans trash containers, including transporting bagged waste to outside trash receptacles.

GYM AND LOCKER ROOM/AUDITORIUM

3:1:53 The Head Building Custodian dry mops the gym floors daily.

3:1:54 The Head Building Custodian cleans the area under the bleachers or on stage daily.

3:1:55 The Head Building Custodian sweeps and vacuums the steps, entryways and lobby areas.

3:1:56 The Head Building Custodian washes all shower room walls once per week.

KITCHEN AREA

3:1:57 The Head Building Custodian dusts exhaust hood once a week.

3:1:58 The Head Building Custodian treats dry drains at least once a week to prevent dry drain.

3:1:59 The Head Building Custodian cleans the kitchen bathroom everyday.

MAINTENANCE OF GROUNDS

- 3:1:60 The Head Building Custodian maintains grounds, including sidewalks, parking lots, common areas, and planting areas, by picking up litter and trash, mowing grass, weeding planting areas, and irrigating.
- 3:1:61 The Head Building Custodian performs snow removal duties, including sanding and salting walkways.
- 3:1:62 The Head Building Custodian conducts emergency snow removal operations of walkways, roadways, and parking areas to allow for the safe use of the facility.
- 3:1:63 The Head Building Custodian monitors and performs ground keeping tasks such as mowing, weeding, watering, sprinkler repair, etc.

BUILDING SECURITY

- 3:1:64 The Head Building Custodian locks and unlocks buildings to maintain security and prevent vandalism.
- 3:1:65 The Head Building Custodian inspects all areas prior to staff and students' arrival for safety and high quality operating condition of building.
- 3:1:66 The Head Building Custodian secures and locks all windows before leaving the building.
- 3:1:67 The Head Building Custodian secures and locks all doors before leaving the building.
- 3:1:68 The Head Building Custodian monitors all windows and doors to ensure that they are secured throughout the school day.

PREVENTATIVE MAINTENANCE

- 3:1:69 The Head Building Custodian maintains the treatment of drains, flushing of water, and air quality cleaning.

ADDITIONAL RESPONSIBILITIES

- 3:1:70 The Head Building Custodian responds to staff needs and requests.
- 3:1:71 The Head Building Custodian interact with students, staff, faculty, administration and parents effectively and professionally.
- 3:1:72 The Head Building Custodian follows oral and written instructions and observe District and Federal policies and procedures.
- 3:1:73 The Head Building Custodian maintains student and District confidentiality.

3:1:74 The Head Building Custodian performs all work duties and activities in accordance with District's policies, procedures and safety practices.

3:1:75 The Head Building Custodian performs multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.

3:1:76 The Head Building Custodian works independently or with a team.

3:1:77 The Head Building Custodian attends in-services and training sessions.

3:1:78 The Head Building Custodian performs other related duties as required.

5:0 QUALIFICATIONS

5:1 Ability to set priorities, coordinate multiple tasks and meet deadlines

5:2 Ability to solve problems independently and work well under pressure with an enthusiastic attitude.

5:3 Attention to detail and conscientiousness

5:4 The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

6:0 CONDITIONS and TERMS OF EMPLOYMENT

6:1 The contract of agreement between the Fairhaven Public Schools and the Head Building Custodian regarding the conditions and terms of employment is in accordance with the Massachusetts Education Reform Act of 1993 and sets forth in writing the obligations of each as it pertains to this relationship.

Enacted: 8/9/2017