

**PM Head Custodian**

**Primary Function**

To provide a clean and safe learning environment while maintaining high standards of safety, cleanliness and efficiency in a floater capacity.

**Organizational Relationships**

Reports to the Director of Operations and Maintenance

**Qualifications**

- Graduation from high school or technical school.
- Working knowledge of the methods, tools, mechanical equipment and techniques used in maintenance and custodial work.
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Must be able to lift 75lbs or more without assistance and 100 lbs or more with assistance.
- Ability to physically move about the district buildings including up and down stairs.
- Ability to operate various types of power and hand machinery and tools.
- Ability to understand and effectively carry out oral and written instructions in English.
- Ability to perform assigned daily duties with minimal direction.
- Ability to establish and maintain effective public and co-worker relationships.

**Performance Responsibilities**

1. Handles problems and provides support to second shift custodians.
2. Acts as the District liaison for evening programs and rental facilities contact.
3. Oversees security procedures and monitors that doors and windows have been secured and designated lights were turned off by building staff.
4. Acts in a floater capacity to cover the cleaning responsibilities of absent custodians.
5. Maintains buildings and keeps premises neat and clean at all times.
6. Ensures that door and window systems are functioning properly.
7. Shovels, plows and sands sidewalks as appropriate.
8. When not acting in the floater capacity, cleans corridors and works on special projects.
9. Reports damage of school property immediately upon being known.
10. Complies with local ordinances for storage and disposal of trash and waste.
11. Maintains grounds free from rubbish.
12. Remains on school premises during assigned shift.
13. Perform other related duties as assigned by the Director of Operations and Maintenance.

**Terms of Employment**

260 work days. Salary and work year established by the Board of Education.

**Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services personnel.