

LaPorte Community School Corporation
Job Description

Job Title: Assistant Head Custodian of High School
Department: Support Services
Reports To: Head Custodian of High School
Revised: January, 2000

Essential Functions

Requisitioning supplies and maintenance services

Insures that supplies are properly and economically used and informs Head Custodian of the need to requisition supplies.

Supervise and assist in all cleaning

Oversee arrangements for care of grounds

Made necessary arrangements for facilities and personnel to accommodate special events

Arrange personnel and schedule appropriate duties for each staff member

Check all assignments on a regular basis and make necessary changes to insure optimum performance

Make or supervise all minor repairs to buildings and equipment necessary for efficient operation of the building. Periodically check and service all fans, motors, and mechanical equipment. Advise Head Custodian of any major or emergency repairs that need attention.

Responsible for flag display.

Check for fire and safety hazards. Correct and/or report to your supervisor.

See that all snow and ice is removed from entrances, walks and steps.

Work in emergency areas where needed in the event school is dismissed due to inclement weather.

Take care of special request from Principal and take care of any emergency duties as they arise.

Responsible for the night operation of heating plant and any and all mechanical machinery needed for the operation of the building.

Accept deliveries and relocate same to areas of destination.

Responsible for assisting evaluating the job performance of the second shift custodians.

Responsible for external appearance of building, including mowing, sweeping, graffiti removal, and paper and debris removal.

Responsible for all reports requested by the administration. Reports include Playground, Monthly Boiler, Attendance, and others as requested.

Attend monthly staff meetings.

Inform proper individual (Principal, Director, Assistant Director) of any personnel problems that may arise.

Establish a painting schedule and initiate as time and conditions allow.

Check building on Saturday, Sunday, and holidays and other days when the building is unoccupied for security and heating plant operation.

Provide for proper building security.

Assist students, teachers, and patrons in way that would promote the educational process and enhance community relations.

Coordinate activities of personnel between shifts.

Perform other duties assisted by the Principal, Assistant Principal, Assistant Director and/or Director of Facilities

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

High school diploma or GED. Six months to one year of related experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to Custodians and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply and divide in all unites of measure, using whole numbers, common fractions, and decimals. Ability to compare rate, ratios, and percent.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.

Certificates, Licenses, Registrations

N/A

Other Skills and Abilities

Ability to operate all custodial cleaning equipment and have basic maintenance skills. Ability to operate motorized equipment

Physical Demands

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and toxic or caustic chemicals.

The noise level of the environment is usually moderate.

Terms of Employment

Twelve-month position; salary and work year to be established by the Board of Trustees.