

LaPorte Community School Corporation
Job Description

Job Title: Head Custodian
Department: Support Services
Reports To: Assistant Director of Facilities
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Summary: Supervises and coordinates activities of workers engaged in cleaning and maintaining school premises by performing the following duties. The employee within this position will routinely report to work at 6:00 a.m. and end at 2:30 p.m. There will be occasions where additional hours will be required to attend meetings, address emergencies, etc. This is a twelve month, 260 days per year, Monday through Friday position with the salary and benefits to be determined by the Board of School Trustees.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assigns tasks to workers and inspects completed work for conformance to standards;

Issues supplies and equipment;

Resolves workers' problems or refers matters to supervisor;

Records employees' hours worked on time cards or time sheets;

Submits requests for repair of cleaning equipment;

Requisitions or purchases cleaning supplies and equipment;

Performs duties of workers supervised.

Supervisory Responsibilities

Manages one subordinate supervisor who supervises a total of three employees in the area of custodial responsibilities; is responsible for the overall direction, coordination, and evaluation of these units; also directly supervises two non-supervisory employees; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical:	Designs work flow and procedures;
Problem Solving:	Identifies and resolves problems in a timely manner; uses reason even when dealing with emotional topics;
Project Management:	Coordinates Projects
Customer Service:	Manages difficult or emotional customer situations; responds promptly to customer needs; meet commitments.
Interpersonal Skills:	Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control;
Oral Communication:	Speaks clearly and persuasively in positive or negative situations;
Written Communication:	Writes clearly and effectively
Quality Management:	Looks for ways to improve and promote quality;
Organizational Support:	Follows policies and procedures; completes administrative tasks correctly and on time;
Judgement:	Includes appropriate people in decision-making process;
Motivation:	Demonstrates persistence and overcomes obstacles;
Planning/Organization:	Uses time effectively;
Professionalism:	Approaches others in a tactful manner;
Quantity:	Meets productivity standards;
Safety and Security:	Observes safety and security issues;
Adaptability:	Able to deal with frequent change, delays, or unexpected events;
Attendance/Punctuality:	Is consistently at work and on time; ensures work responsibilities are covered when absent.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty 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/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and 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 small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's; ability to perform these operations using units of American money and weight measurement, volume, and distance.

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 situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of internet and word processing software.

Physical Demands

The physical demands described 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 occasionally required to stand, walk, sit; use hands to finger, handle, or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to fifty pounds.

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 is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.