



NORTH ALLEGHENY SCHOOL DISTRICT

JOB PROFILE: **Head Custodian**

Reports to: Building Principal and Manager of Custodial Staff

Classification: Facilities - Non-Exempt **Hours/Day:** 8 Hours/Day

Days/Year: 260 Days/Year

Purpose/Summary

The Head Custodian will assure cleanliness of the buildings and grounds through a comprehensive cleaning according to the established schedule in assigned areas to ensure safe operation of the building. The Head Custodian will work to provide a safe, clean physical facility for the educational program, while meeting the standards of North Allegheny School District, while overseeing the Custodian and Utility Custodian employees within their building.

Essential Duties and Responsibilities

- Ensures completion of comprehensive cleaning by custodial staff according to the assigned schedule and/or area.
- Provides training and direction of other custodial employees in the building.
- Addresses Principal and Manager of Custodial Staff requests or concerns with custodial staff in the building.
- Completes daily checks of playgrounds, emergency generators, power plant, refrigeration, and elevators to ensure safety for students and staff.
- Schedule and maintain HVAC settings per District guidelines.
- Opens and closes access to classroom area according to assigned schedule.
- Sweeps building entrances, removes snow/debris from exterior areas and completes other exterior duties, as needed.
- Assists with the structure in the cafeteria to include the folding and unfolding of bench-type cafeteria tables, when necessary.
- Moves furniture throughout the building to include tables, chairs, office equipment and other building furniture.
- Assists with building use by permit holders.
- Completes painting, set up for school opening events or sports set-ups, and graduation.
- Ensure all necessary equipment is turned off when the building is not in use.
- Monitors lighting, heating, ventilation, and air conditioning systems for repair/replacement.
- Operates District equipment including, but not limited to, utility vehicle, scrubbers, hand machines, leaf blowers, etc.
- Possesses knowledge of tools, chemicals, equipment, and materials to allow performance of minor maintenance repairs.
- Attends to safety matters when needed.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Actively searches for solutions that can be implemented to improve daily operations, create workplace efficiency, and promote operational awareness.
- Establishes and maintains working relationships to ensure projects and procedures are following District initiatives.
- Reports issues or concerns to direct supervisors.
- Other duties as assigned by the Principal, Manager of Custodial Staff or Assistant Director of Facilities, Superintendent or designee, or additional requirements due to new procedures, processes, and/or laws established year to year.

Education and/or Experience

- High School Diploma or G.E.D.
- Minimum two years of cleaning experience or experience in a related field.

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Certifications, Licenses, Registrations

- Valid Driver's License required for verification through Motor Vehicle Report
- Child Abuse History Clearance
- PA Criminal Record Check
- FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training through approved provider established by the Pennsylvania Department of Education
- Act 168: Sexual Misconduct Abuse Disclosure Release

Qualification Requirements

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

Knowledge and Abilities

Knowledge of current cleaning protocols, techniques, and safety procedures. Knowledge of current technology for communication. Ability to manage and communicate electronically.

Academic Skills - Ability to manage and organize time to complete necessary tasks and complete duties in a timely fashion. Ability to understand and set priorities while assisting and supporting building staff.

Language Skills – Must possess the ability to use the language in both oral and written. Be able to communicate information and ideas clearly so others will understand. Ability to read and understand information specific to cleaning supplies and operation of cleaning equipment. Ability to read and understand Safety Data Sheets (SDS) forms or directions accurately so that work can be communicated and completed in a timely fashion.

Ability to listen and be respectful, tactful, and sensitive when interacting with all stakeholders who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds. Ability to read, analyze and interpret information to effectively communicate with Executive Council, the Superintendent, and key stakeholders.


Math Skills – Knowledge of arithmetic and measurements. Possesses a degree of mechanical aptitude. Able to review, measure, and estimate materials needed to complete assignments.

Technology Skills – Demonstrate competency with up-to-date computer software, including Microsoft Office Suite, and the ability to monitor general maintenance settings and functions.

Reasoning Ability – Ability to think critically and problem-solve.

Other Skills and Abilities

- Ability to effectively organize and lead a team of custodians to maintain safety and cleanliness in the school building.
- Ability to guide and direct others with custodial tasks.
- Must possess a high level of interest and initiative in maintaining and advancing his/her skills.
- Must be a self-starter who independently manages his/her time and work assignments with minimal supervision on day-to-day tasks.
- Must exhibit strong interpersonal skills and the ability to be open and adjust to change quickly.
- Must possess a high level of attention to detail and maintain consistency and accuracy when providing information.
- Must maintain the ability to multi-task and manage competing priorities.
- Ability to make equitable decisions with sound emotional and independent judgment.
- Must be able to concentrate with numerous interruptions.
- Maintain effective working relationships with administrators, students, parents, staff, and the community.
- Ability to understand and facilitate needs of various personality types.
- Ability to perform duties with awareness of all District policies and professional obligations.

Physical Demands				
<p>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. This position is considered to be a HEAVY Physical Demand Characteristic of Work position according to the physical demands' strength rating of the <u>Dictionary of Occupation Title</u>, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>				
Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.
Work Environment				
<p>The work environment will vary from moderate situations such as small group, office, classrooms to large group professional settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.</p>				
Primary Work Location				
Office Environment		Shop		
Classroom/Building		Vehicle		
Outdoors		Travel		
Physical and Non-Physical Demands Key				
C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
Standing	C	Crawling		R
Sitting	O	Bending		F
Walking	C	Twisting		F
Lifting	F	Climbing		F
Carrying	F	Balancing		R
Pushing/Pulling	F	Vision		C
Reaching	F	Hearing		C
Handling	F	Talking		C
Fine Dexterity	F	Foot Controls		N
Kneeling	F	Teamwork		C
Crouching	F	Tedious or exacting work		F
Time Pressures	C	Noisy or distracting environment		F
Emergency Situations	R	Multi Building Travel		R
Frequent Change of Tasks	F	Climbing ladders to high places		O
Irregular Work Schedule/Overtime	O	Other (Specify):		
Multi-Tasking	C	Other (Specify):		
<p>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</p>				
Director of Human Resources Signature				
Date of Approval		9/28/21		

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