



**JOB DESCRIPTION**  
**Assistant Head Custodian**

**JOB DESCRIPTION:**

The Assistant Head Custodian, under the immediate direction of the head custodian and under the general supervision of the Principal, assists in the organization and supervision of the work of custodians as required by the principal or his designee, ensures that standards of cleanliness, sanitation, safety and security are met, and is responsible for cleaning assigned area.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Two or more years in custodial services
- Experience in plant operations, cleaning methods and procedures for minor repairs, security, heating and ventilation

**ADDITIONAL REQUIREMENTS:**

- Ability to pass Human Performance Exam (HPE)
- Supervisory ability **OR** supervisory experience
- Punctual and dependable

**KNOWLEDGE / SKILLS / ABILITIES:**

- Ability to read and understand instructions for cleaning, maintenance, and safety procedures
- Knowledge of minor repairs techniques and building and grounds maintenance
- Ability to operate cleaning equipment and lift heavy equipment
- Ability to properly handle cleaning supplies
- Ability to work well with staff and employees
- Ability to carry out directives from supervisor

**DUTIES AND RESPONSIBILITIES:**

1. Works closely with custodial staff to train them in the proper use of materials and equipment.
2. Assists the head custodian in the physical arrangements for school rental, dances and other extracurricular activities.
3. Upon request of the administration, proposes shift schedules and informs the administration when replacement or extra help is required.
4. Keeps the principal and designee informed of defective or unsafe plant conditions.
5. Makes minor repairs when requested within his/her resources and any necessary adjustments to plant equipment and fixtures.
6. Works with school administrators on submission of work orders on maintenance repairs and conducts follow-up to insure timely completions.
7. When requested by the school administration, will develop daily work schedules for campus custodians.
8. Attends custodial in-service when requested.
9. Handles emergencies and performs other assignments directed by the principal or designee.
10. May be required to do some painting.
11. Assists with moving furniture or equipment as required.
12. Cleans and maintains area(s) assigned.
13. Assists with responsibility for opening and closing building each day.
14. Assists with responsibility for locking, checking, and safeguarding facilities.
15. Inspects and operates tools and equipment for safety and efficiency.
16. Follows established safety procedures and techniques to perform job duties.
17. The foregoing statements describe the general responsibilities assigned to this job and are not an

exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to concentrate, communicate effectively (verbal and written), interpret, reason, understand verbal instructions, read, coordinate, instruct, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry heavy weight (45 pounds or more), stand, walk, climb stairs, balance, stoop, kneel, crouch, crawl, pull, push, reach, perform repetitive hand motions, hear, speak, maintain visual acuity, distinguish colors drive and travel within the district. Must be able to work inside and outside in temperature extremes, low or intense illumination, vibration, work on slippery or uneven surfaces, biological exposure (insects, molds, fungi, bacteria, animals, plants, etc.), chemical exposure (asbestos, fumes, vapors, gases, dusts, smoke, etc.), sunlight exposure, works with hands in water, works around machines with moving parts, may work alone, may experience unusual fatigue factors, and may work prolonged or irregular hours during certain times of the year.

**SUPERVISORY RESPONSIBILITIES:**

Assists with monitoring and directing the work of the custodians

**EQUIPMENT USED:**

Buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, lawn mower, edger, and weed eater.

**Manual Trades Pay Grade: 4**

**Salary Range: \$9.86 min./ \$12.32 mid./ \$14.79 max.**

**Days: 260**

**Wage/Hour Status: Nonexempt**

**Updated: October 5, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*