

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	LEAD BUILDING CUSTODIAN	REPORTS TO:	Facilities Manager/Principal
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TRAINING QUALIFICATIONS

- High school diploma or GED
- Aptitude for successfully performing assigned duties and responsibilities
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REQUIRED SKILLS AND ABILITIES

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL To maintain the school buildings and grounds in a clean and neat condition so that full educational use of facilities may be made at all times

WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. 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.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 80 pounds

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
 Revision date:

POSITION NO. 4.50

DUTIES AND RESPONSIBILITIES

1. Supervises the custodial program in the assigned school in cooperation with, and under the direction of, the building principal and the custodial/maintenance supervisor
2. Performs regular custodial duties established for the shift assigned during the school year and during the summer
3. Develops a work schedule, in cooperation with the principal and custodial/maintenance supervisor, for all custodial personnel assigned to the building and maintains hours worked and times missed
4. Assigns custodial personnel work and responsibilities as are necessary and, in cooperation with the principal, evaluates the performance of the custodial staff
5. Trains new custodial employees in methods and procedures to efficiently accomplish their duties
6. Indicates substitutes as needed and reports same to the building principal and custodial/maintenance supervisor or designee
7. Maintains safety and security of all school property in cooperation with the building principal and custodial/maintenance supervisor
8. Prepares requisitions for all custodial materials and supplies necessary to maintain and operate the building and submits needs to the building principal
9. Supervises the use and care of all equipment and supplies assigned to the custodial staff for the building
10. Reports promptly to the building principal and/or custodial/maintenance supervisor repair jobs that custodial personnel are unable to accomplish
11. Maintains an inventory of district owned hand tools, equipment, hardware, materials and supplies assigned to the building
12. Strives constantly to promote the safety, health, and comfort of the students and staff
13. Promotes loyalty to the school system and to fellow staff along with encouraging custodial personnel to develop pride in a job well done
14. Confers with the building principal and custodial/maintenance supervisor regarding any personnel problems
15. Makes periodic inspections (not less than one per month) of all facilities with the building principal to determine quality of custodial services
16. Performs such additional duties and responsibilities as assigned by the building principal and/or the custodial/maintenance supervisor to insure efficient and effective operation and maintenance of the school grounds and buildings
17. Develops building work assignments for each custodian showing areas of the building and detailed duties for each area
18. Performs other duties as assigned

TERMS OF EMPLOYMENT	260 contract days
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