



**Steve Sallee**  
Superintendent

**SOUTHLAND SCHOOL DISTRICT #500**  
203 2<sup>nd</sup> Street N.W. ~ P.O. Box 351 ~ Adams, Minnesota 55909

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- TITLE:** Head Custodian
- CLASSIFICATION:** Support Staff - Non-Certified
- QUALIFICATIONS:**
1. Must possess or be eligible for second class grade C engineers license.
  2. Demonstrated knowledge of building components and mechanical equipment.
  3. Must possess good organizational skills to ensure efficient operation of the building.
  4. Must possess sufficient mechanical aptitude to conduct repairs and maintenance to plumbing, heating and electrical equipment.
  5. Must be able to obtain asbestos abatement certification.
- REPORTS TO:** Superintendent, Building Principals
- JOB GOAL:** The Head custodian assumes charge of the operation of the building, heating, and ventilation system, makes repairs, inventories supplies, keeps records and performs general cleaning to provide pleasant and safe surroundings for staff and students. The licensed custodian will communicate regularly with the building level principal regarding day-to-day operations.

**Working Conditions:**

Subject to temperature changes while performing assigned duties.  
May be required to work in extreme hot and cold temperatures.  
Subject to the hazards, dust and odors from sanding and painting procedures.  
Subject to the hazards, vapors and odors from various cleaning chemicals.  
May be subject to work in the vicinity of chronic hazardous materials i.e., asbestos.  
May be subject to work with hazardous chemicals.  
Subject to work in confined spaces.  
Subject to work from elevated work surfaces.

**Physical Demands:**

Be able to lift 60 pounds using proper lifting techniques.

Be able to lift 120 pounds, with assistance, using proper lifting procedures.  
Able to sit or stand for extended periods of time.  
Be able to bend body and arms in all directions to lift and move packages and to perform maintenance duties.  
Be able to ascend and descend a ladder while performing maintenance duties.  
Bend body at waist downward and forward to perform maintenance duties.  
Bend both legs and knees to kneel or place knees on concrete, vinyl, tile, and carpet surfaces.  
Extend hands and arms in all directions to perform maintenance and shoveling duties.  
Use upper and lower extremities to perform maintenance duties, and upper extremities to handle maintenance equipment, shovel snow and push and open doors.  
Use hands to select appropriate keys, insert keys into locks, turn doorknobs, and open doors.  
Answer, communicate and dial the telephone in clear, precise voice.  
Answer, communicate and use 2-way radio in clear, precise voice.  
Personally respond quickly to emergency situations in all areas of the building, assess each situation and take appropriate action.  
Perform work in confined spaces, such as, tunnels, boilers, and hot water tanks.  
Perform work in high areas, such as, hoists and ladders.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Check and logs boilers temperature, pressure, water level, at beginning and end of each shift, performs water tests daily.
2. Operates and maintains the boiler and ventilation system of the building; checks and boiler room to make sure all equipment is operating correctly and within safety limits (i.e.: boilers, pumps, fans and steam trap for proper operation). Adjusts all equipment for day setting and in some buildings night setting before leaving in afternoon.
3. Cleans and lubricates electrical motors, fans and ventilation systems. Checks for wear and bad belts. Adjusts thermostats. Takes inventory of all supplies and equipment.
4. Picks up litter. Sweeps, mops and/or vacuums classrooms, halls and stairs. Removes any gum, tape or other materials stuck to floor.
5. Performs snow removal: shoveling, blowing and sweeping, salting as required.
6. Pre-cleans bathrooms and/or locker rooms (sinks, stools, urinals, mirrors, wells, floors) and refills dispensers as needed. Unclogs toilets or sinks and reports to building and grounds supervisor when further attention is needed. Cleans water fountains.
7. Cleans blackboards, whiteboards, washes windows and wipes off shelves, desks, lockers, tables or other surfaces as needed. May also empty pencil sharpeners, clean classroom sinks, change classroom light bulbs, or refill dispensers as needed.

8. Sets up equipment (i.e.: chairs, bleachers) for Community Education classes, sports events, concerts, meetings or other special events. Checks building use request forms or with supervisor to determine what equipment is needed. Coordinates equipment set up and take down with building level principals.
9. Empties classroom/hall trash containers.
10. Assists in unloading deliveries. Puts away equipment or delivers equipment or supplies to the proper room.
11. Performs general upkeep of equipment used in cleaning. Replenishes cleaning supplies as needed.
12. Assist with training subordinates in use of EMS on assigned tasks. Reset modem on request and reset EMS on request. Maintain agreed upon space temperatures.
13. Assists in the cleaning of the school under the direction of the building and grounds supervisor. These tasks may include: shampooing carpets, scrubbing, waxing or buffing floors, washing walls, baseboards, ledges, windows and/or furniture, removing gum from furniture, cleaning ceilings, light fixtures and vents, and moving furniture.
14. Checks all furniture and equipment while cleaning to see if it is in good working order. Makes minor repairs and/or reports damage to building and grounds supervisor.
15. Checks to ensure that windows and doors are locked, lights are off, and hall gates are secured.
16. Maintain proficiency level for proper procedures for hazardous waste management and bio spill handling.
17. Employee is responsible to be knowledgeable about all district policy.
18. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

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Employee Acknowledgment

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Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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*Serving Adams, Dexter, Elkton, Johnsburg, Rose Creek and Taopi  
An affirmative action equal opportunity employer.*