

TITLE: Asst Head Custodian

DATE: September 1995

DEPARTMENT: Hannahville Indian School **DATE REVISED:** 11/30/00

DIVISION: N/A

POSITION SUMMARY: Working with the Head Custodian and/or in the absences of the Head Custodian (when the Head Custodian is out for 2 or more days), is responsible for scheduling the daily cleaning of the school, VISIONS Center, Health Department, Administration, Construction Building, Community Center, Youth Center, Day Care and Carpenters Building. Ground and parking lot maintenance.

SUPERVISION RECEIVED: Works with the Head Custodian and under the direction of the Superintendent and Principal.

SUPERVISION EXERCISED: In the absence of the Head Custodian, supervises 10 full time janitors on 3 shifts, and as many as 8 substitute janitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. On a daily basis, insures there is a full shift of janitors for each of the 3 shifts.
2. Schedules the routine cleaning assignments of each building insuring each building and office are clean and free of health hazards.
3. Ensures all janitors receive the necessary initial training and schedules all recertification as needed.
4. Orders all cleaning supplies, and equipment necessary to carry out the duties of the janitors.
5. Prioritize all paper work for requested jobs.

PERIPHERAL DUTIES: Other related duties as assigned.

DESIRED QUALIFICATIONS:

Education: High School diploma or equivalent.

Experience: Five years full-time experience in janitorial services and, 2 years supervisor experience.

TOOLS AND EQUIPMENT USED:

Janitorial equipment necessary to carry out the duties of this position, as well as, cell phone, beeper, and computer. Safety equipment is provided.

PHYSICAL DEMANDS: Must be able to lift at least 75#. Good physical condition is a must. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: This position may require working outside as well as inside

buildings. Noise level may be loud due to the use of power tools needed to carry out the duties of this job.

SELECTION GUIDELINES: Completed employment application and resume, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job changes.

Signature _____
Employee

Date _____

Signature _____
Principal

Date _____

Signature _____
Administrator

Date