

## POSITION DESCRIPTION

TITLE: Head Custodian DATE: September 1995

DEPARTMENT: Hannahville Indian School DATE REVISED: June 3, 2008

DIVISION: N/A

POSITION SUMMARY: 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 under the direct supervision of the Superintendent and Principal.

SUPERVISION EXERCISED: 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 re-certification 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.

### 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; state and federal background checks are required to comply with Public Law 99-750 "Indian Alcohol and Substance Abuse Prevention and Treatment Act and Public law 101-647 "Crime Control, Child Care Worker-Employee Background Checks" of 1990. Post offer drug and alcohol test required.

Employment selection made pursuant to the Hannahville Indian Community Tribal Employment Rights Ordinance (TERO) Title IV Chapter 3.

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 \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Principal

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Administrator