



Positions: Elementary Head Custodian

Location: Salk Elementary School

Salary: In Accordance with the Negotiated Operations and Maintenance Contract

Reports To: Director of Operations and Maintenance, Operations and Transportation Supervisor and Building Principal

QUALIFICATIONS:

- Ability to read basic operating instructions and communicate in writing.
- The applicant must have good health and personal hygiene.
- Exhibited leadership qualities.
- Excellent communication skills.
- Must possess basic computer skills.
- Must have a valid Michigan Driver's License.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Director of Operations and Maintenance, Operations and Transportation Supervisor and Building Principal.

SUPERVISES: Not applicable

JOB GOAL: To provide a physical learning environment that is safe, clean and smoothly functioning for students and the community.

ASSIGNED RESPONSIBILITIES:

1. Directly responsible for the care, cleanliness, orderliness, maintenance and protection of the building.
2. Conducts thorough inspections of all parts of the building and grounds. Meets with afternoon custodian/s daily to discuss areas of need and for upcoming evening activities.
3. Upon arrival at work, disarms building security system and activates card access and proceeds to open the building for occupancy.
4. Responsible for cleaning assigned area.
5. Responsible for lawn maintenance and snow removal.
6. Responsible for the preventative maintenance of building systems.
7. Responsible for repairs of building systems.
8. Responsible for writing work orders, ordering supplies, answering emails, voicemails and supply budgets.
9. Responsible for developing a summer cleaning plan.
10. Responsible for communication at all levels. This includes staff, administration, vendors, parents and students.
11. Maintains a harmonious working relationship with building staff, coworkers, vendors, students and parents.
12. Must wear assigned uniform and maintain personal hygiene.
13. Performs such other task and assumes such other responsibilities as the Director of Operations and

Maintenance, Supervisor and/or Building Principal may assign.

TERMS OF EMPLOYMENT: In accordance with the negotiated contract.

EVALUATION: Performance of this job will be evaluated annually by the Director of Operations and Maintenance or his designee.

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit into the job expectations.

Essential Functions of the job as per the Americans with Disability Act (ADA)

FRASER PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, HEIGHT, WEIGHT, RELIGION, MARITAL STATUS, OR DISABILITY IN ITS PROGRAMS AND ACTIVITIES. THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NONDISCRIMINATION POLICIES: DIRECTOR OF HUMAN RESOURCES, 33466 GARFIELD, FRASER, MI 48026 (586) 439.7000.