FRASER PUBLIC SCHOOLS
FRASER, MICHIGAN

TITLE: Asst. Head Custodian – Days (FHS)

QUALIFICATIONS:

- High School Graduate required.
- Ability to interpret basic operating instructions.
- Ability to communicate effectively.
- Computer skills required and the ability to work in software programs.
- Must exhibit leadership qualities.
- Must have a valid Michigan Driver’s License.
- Certified pool operator required. Must be willing to take certification class within 60 days of starting date of position or as soon as a class is offered. Must pass certification test upon class completion.
- Must be willing to attend training sessions and/or classes to improve skills, as technology and/or school district’s needs demand.
- 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. Performs cleaning as designated.
2. Performs and assists head custodian with minor maintenance.
3. Must assist the head custodian with the care, cleanliness, orderliness, maintenance and protection of the building.
4. Sets up equipment, furniture, etc. as required for activities for both extracurricular and community use. Must be available to aid these groups within the limits of their abilities and assigned responsibilities.
5. Responsible for writing work orders, ordering supplies, answering emails, voicemails and supply budgets in the absence of the head custodian.
6. Responsible for answering emails, voicemails and work orders in timely manner.
7. Responsible to report maintenance problems to the Head Custodian.
8. Responsible to fill in for the Head Custodian during absences.
9. Responsible for communication at all levels. This includes staff, administration, vendors, parents, co-workers and students.
10. Maintains a harmonious working relationship with building staff, coworkers, vendors, students and parents.
11. Must wear assigned uniform and maintain personal hygiene.
12. Performs such other task and assumes such other responsibilities as the Director of Operations and Maintenance, Building Principal and or head custodian 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.

Regular and reliable attendance is an essential job function.

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

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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.

Revision Date 08-6-2019
Positions: HEAD CUSTODIAN – (Elementary)

Location: Twain Elementary

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.

Description:

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.
Method:

**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)

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Revision Date: 03/26/2019