

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Class I – Building Head Custodian (Occupational Code: 382.664-010)

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy - Maintenance  
**LOCATION:** Plymouth Community School Corp.  
**REPORTS TO:** Building Principal  
**LENGTH OF WORK:** 12 months / year

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**JOB GOALS:** Provide leadership and direction to custodial personnel in maintaining a school in a safe, clean and healthy environment for students and staff members.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Coordinate the work schedules of Class II and Class III employees.
2. Direct and assign personnel to specific jobs and tasks within the framework of their job description and work to be completed.
3. Inform principal of major equipment failure, needed repairs and maintenance of building.
4. Submit requests for and maintain inventory of custodial supplies in building.
5. Clean, dust mop, scrub and wax resilient floors as needed to protect floor finish.
6. Dry mop floors in rooms and hallways.
7. Clean and vacuum carpeting in rooms and hallways.
8. Empty wastebaskets and dispose of refuse in incinerator or A-1 waste container.
9. Stock machines and/or towel dispensers.
10. Scrub and disinfect shower rooms.
11. Change incandescent and fluorescent light bulbs.
12. Clean blackboards and erasers as assigned.
13. Submit a request for supplies to appropriate supervisor.
14. Blow down boilers regularly or as assigned.
15. Clean and scrub water fountains, sinks, bowls, and glass mirrors.
16. Clean snow and ice from all walks and entrances to building.
17. Clean out air arresters and filters as needed.

18. Clean carpeting and scrub down walls.
19. Install pencil sharpeners, replace fuses and be accountable for additional minor repairs to building, equipment and furniture.
20. Clean chair and desktops in classrooms and office areas.
21. Mow grass, clean up leaves, trim shrubs and perform additional minor outside landscaping duties.
22. Check heating and electrical system regularly and report major problems to maintenance staff.
23. Be responsible for school corporation keys and securing building before leaving after each work day.
24. Operate floor scrubber and buffer.
25. Assist maintenance department in tasks or on detail where the work load or type of work is commensurate with regular duties.
26. Check water heaters, air compressors, and other equipment regularly to determine if they are operating properly.
27. Clean restroom areas.
28. Keep custodial storage areas and boiler rooms clean, neat and free of combustible materials.
29. Perform light maintenance work as needed.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to supervisor, principal, and other employees of the organization.

**MATHEMATICAL SKILL:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Ability to operate all custodial cleaning equipment. Must possess a knowledge of mechanical functions. Employee must maintain a positive relationship with other staff, parents, and students.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must be able to lift and/or move 50 pounds repeatedly. Employee must be able to climb a 6', 12' and 14' ladder. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. Employee is required to work both indoors and outdoors.

The noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:**

Twelve months per year. Salary and benefits as per Classified Policy.

**EVALUATION:**

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

*Revised 12/8/00*