

**BAINBRIDGE ISLAND SCHOOL DISTRICT  
JOB DESCRIPTION**

**HEAD CUSTODIAN**

**JOB SUMMARY:** Under the supervision the building administrator and at the direction of the Custodial and Facilities Management Supervisor, perform a variety of duties in the cleaning, sanitization and general operation of district facilities; provide scheduling, training, and oversight of building custodial staff. Within this general framework, specific assignments will vary.

**ESSENTIAL JOB FUNCTIONS:**

- In collaboration with the Supervisor, train new custodial staff and provide on-going training to existing staff.
- Build and sustain high levels of collaboration and collegiality between custodial staff, building staff, students and community.
- Demonstrate and model excellent facility stewardship.
- Assist in establishing and administering work schedules & overtime schedules.
- Coordinate and review time records of custodial staff.
- Assist in selection of custodial staff as requested.
- Inspect buildings regularly to determine if work assignments are completed in a safe, functional, efficient and timely manner. Report to supervisor.
- Monitor building systems for operational efficiency and function and report to maintenance as needed.
- Work with the Supervisor to determine responsibility for and performance of school related maintenance and repair.
- Inventory custodial supplies and materials.
- Perform scheduled custodial work.
- Maintain SDS program.
- Provide assistance to building staff as needed.
- Set up and remove furniture required for special events.
- Clear premises of snow and ice as necessary.
- Maintain confidentiality and display ethical behavior.
- Adapt readily to a varied routine in a calm, positive, flexible manner.
- Model professionalism and exemplary work ethic.
- Exercise tact, diplomacy and good judgment. Perform other job-related duties as assigned by the building administrator.

**ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:**

- High school graduate or equivalent.
- Strongly prefer three (3) years of custodial experience (school district preferred).
- Experience in overseeing personnel.
- Training in facilities maintenance desirable.

**SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:**

- Demonstrated successful performance in coordinating custodial (or similar) services.
- Knowledge of and ability to care of a variety of building finishes.
- Demonstrated successful performance overseeing personnel.

- Familiarity with a variety of leadership styles and managerial techniques
- Proven experience in responsible management of limited resources and facility stewardship.
- Ability to read technical writing, maintenance manuals and floor plans.
- Ability to communicate effectively in oral and written form.
- Ability to use a variety of hand tools and power equipment to be used in cleaning, waxing and buffing
- Proficiency in basic computer skills.
- Understand and carry out oral and written directions effectively.
- Demonstrate an understanding, patient and receptive attitude toward the public, staff and students of varied age groups.
- Ability to understand and operate various building systems that encompass lighting, water and HVAC systems.

**PHYSICAL DEMANDS:**

- Persons performing service in this position will exert 10 – 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may frequently involve ascending and descending ladders, stairs and ramps, and will involve walking or standing for extended periods.
- This type of work involves frequent stooping and bending, and occasional sitting and crawling.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate custodial related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.