

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION

ASSISTANT HEAD CUSTODIAN – JR. HIGH SCHOOL

Purpose of Class

Supervises and performs custodial work in junior high school facilities; performs related work as required.

Primary Function

The primary function of an employee in this class is to supervise and perform custodial, maintenance and cleaning tasks in junior high school buildings and grounds. This job differs from the Assistant Head Custodian at a High School in scope of responsibility, diversity of duties and number of staff supervised, which is greater at the high school level. The Assistant Head Custodian supervises Custodian employees who may work on varied shifts. The work is performed under the direct supervision of the Head Custodian and also takes direction and suggestions from the building principal and teachers to respond to their needs. The primary duties of this class are performed in a public school building environment and include use of electrically powered cleaning equipment and cleaning substances that may involve related hazards and outdoor work in inclement weather conditions.

Essential Duties and Responsibilities (will vary by assignment)

- Schedule and monitor building cleaning and maintenance tasks, exercise on-site supervision, and provide direction to custodial staff members;
- Train new employees, monitor and evaluate work of subordinates;
- Inspect facilities and conduct minor maintenance on building, fixtures, furnishings and cleaning and grounds keeping equipment;
- Trouble-shoot maintenance problems; handle or coordinate repairs with central maintenance department;
- Respond to staff needs and requests;
- Assist with locker jams;
- Sweep and mop floors, including restrooms, classrooms, hallways, offices, multi-purpose rooms, cafeterias and food preparation areas, science and computer labs, art rooms, music classrooms, meeting rooms, and related rooms;
- Vacuum carpeted floors; strip and wax floors and shampoo carpets on maintenance schedule;
- Dust and wipe off surfaces, including chalkboards and whiteboards;
- Clean and sanitize restroom areas, including toilets, sinks, mirrors, privacy dividers, walls and floors
- Maintain supply levels in restrooms, including toilet paper, paper towels, and soap;
- Wash walls, windows and surface areas;
- Empty and clean trash containers, including transporting bagged waste to outside trash receptacles;
- Clean light fixtures and replace bulbs;
- Dust and clean air vents and changes air filters;
- Clean and polish mirrors, wood, and other special reflective and decorative surfaces;

- Clean spills, spot clean or shampoo carpets, and remove graffiti as needed;
- Operate, clean and maintain custodial equipment;
- Maintain sufficient inventory of cleaning supplies;
- Assist in moving and setting up furniture and equipment;
- Unload supplies, paper stocks, books, and inventory items;
- Maintain and regulate HVAC systems to provide building temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity;
- Perform snow removal duties, including sanding and salting walkways;
- Monitor and perform grounds keeping tasks such as mowing, weeding, watering, sprinkler repair, etc.;
- Lock and unlock buildings to maintain security and prevent vandalism;
- Sets up for and breaks down after special events;
- Interact with students, staff, faculty, administration and parents effectively and professionally;
- Follow oral and written instructions and observe District and Federal policies and procedures;
- Maintain student and District confidentiality;
- Perform all work duties and activities in accordance with District policies, procedures and safety practices.

Other Duties and Responsibilities

- Perform minor maintenance including, but not limited to, changing light bulbs, minor plumbing and electrical repairs, painting, and classroom repairs;
- Maintain material safety data books and inspection forms for equipment;
- Attend in-services and training sessions;
- Perform other related duties as required.

Classification Requirements:

Knowledge of:

- Methods, materials, tools, standard practices of cleaning and maintaining public buildings;
- Methods, techniques and practices of effective supervision;
- Preparation, use, and disposal of chemical cleaning agents;
- Appropriate use of cleaning agent for varied surface types;
- Safety procedures when cleaning and moving furniture;
- Methods, materials, tools, and standard practices of grounds and yard maintenance.

Ability to:

- Train, supervise and evaluate the work of others;
- Assign and monitor work;
- Follow written and oral instructions and observe department and school policies and procedures;
- Operate, maintain and perform minor repairs to powered custodial equipment including, but not limited to, vacuums, strippers, waxers, buffers, shampoo cleaners and power washers;
- Operate hand cleaning equipment including, but not limited to, brooms, dust and wet mops, dust pans, and dusters;
- Operate, maintain, and perform minor repairs to grounds keeping equipment including, but

not limited to, mowers, edgers, weed cutters, irrigation systems, blowers, and related equipment;

- Communicate effectively with the public and other employees
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work independently or with a team;
- Maintain student, school, and parental confidentiality;
- Establish and maintain effective working relationships with students, teachers and staff members, and other District personnel.

Acceptable Experience and Training

- High school diploma or GED equivalent preferred;
- Two years cleaning experience is preferred, with supervisory experience;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Assistant Head Custodian.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person and comprehend written and oral instructions;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view cleaning areas, retrieve and use proper cleaning agents and operate cleaning tools and equipment safely;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate grounds keeping and custodial equipment and tools and ensure assigned areas are clean;
- Sufficient personal mobility, agility, strength, and reflexes, with or without reasonable accommodation, which permits the employee to stand for long periods of time, and work in a custodial environment.
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing and walking for four or more hours at a time. Jobs in this class often involve heavy lifting or moving of furniture, tables, chairs, gym and auditorium bleachers and equipment and related classroom equipment. Occasionally related job tasks may require, with or without reasonable accommodation, lifting up to 50 pounds, stooping, kneeling, bending, crouching, pushing, grasping and reaching.