



Little Rock School District

JOB DESCRIPTION

Position Title: Assistant Head Custodian (12 Month)

Prepared Date: 12/01/2021

JOB GOAL:

To maintain the facility and grounds in a condition of operating excellence, cleanliness, and safety so that full educational use of the facility may be made at all times.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 03, plus benefit Package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

FLSA: Non-Exempt

QUALIFICATIONS:

1. High school diploma.
2. Meets all mandated health requirements.
3. A record free of criminal violations that would prohibit public school employment.
4. Complies with drug-free workplace rules.
5. Keeps current with technology and other workplace innovations that support job functions.
6. Self-directed and able to learn required skills for the position.
7. Ability to apply basic mathematical concepts.
8. Ability to follow oral and written instructions.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Checks daily to find out if a school activity requires preparation or clean-up. Communicates unresolved issues that arise during the work shift to the head custodian and/or other supervisors.
2. Upholds board policies and follows administrative guidelines/procedures.
3. Promotes a professional image of the school district.
4. Monitors building conditions during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.
5. Performs custodial duties. Disinfects drinking fountains. Provides for the regular and orderly removal of the trash. Cleans floors. Sanitizes toilet rooms. Re-supplies toilet paper, towels, soap, etc. Polishes furniture/woodwork. Washes windows.
6. Handles unexpected situations (e.g., ill children, spills, broken glass, etc.).



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7. Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids, and/or body tissues. Participates in occupational safety and health training programs as directed.
8. Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
9. Anticipates needs and replenishes custodial supplies to avoid interrupting the regular work schedule.
10. Helps with the receipt of deliveries. Unloads trucks. Stores supplies.
11. Complies with Fire, health, and safety regulations. Ensures that custodial supplies are labeled and stored safely.
12. Promptly documents all injuries that require a medical referral.
13. Helps maintain the school grounds. Picks up trash. Removes graffiti.
14. Removes snow, ice, and debris along sidewalks to public entrances as directed.
15. Reports student discipline problems, vandalism, or other related concerns to the head custodian and/or building principal.
16. Reports damaged or missing safety equipment (e.g., emergency lights, alarm systems, door closers/panic bars, ground fault protectors, etc.).
17. Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
18. Helps deal with unexpected circumstances or pressing district needs as directed.
19. Helps manage building security. Assists rental groups as directed. Directs visitors to the office. Secures the building at the end of the workday.
20. Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
21. Keeps current and shares knowledge about advances in equipment technology.
22. Promotes a positive image of the housekeeping department. Wears appropriate work attire and maintains a neat appearance.
23. Respects personal privacy. Maintains the confidentiality of privileged information.
24. Participates in staff meetings and professional growth activities as directed.
25. Strives to develop rapport and serve as a positive role model for others.
26. Maintains a professional appearance. Wears work attire appropriate for the position.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.