**MANITOWOC LUTHERAN HIGH SCHOOL**

**Position Description:** Head Custodian

**Last Updated:** 11/22/2023

**POSITION CATEGORY:** Regular, full-time hourly

**SCHEDULE:** 40+ hours/wk

**POSITION SUMMARY:** The primary objective of the Head Custodian (HC) position is to maintain MLHS’ facilities (physical plant) at a level that provides a positive and safe educational environment and portrays a positive image to students, parents, friends, faculty and the general public. It is important that the HC and other custodial positions work closely with maintenance positions to make the facilities and campus operate smoothly; therefore, communication and cooperation are essential.

**ACCOUNTABILITY:** The position of HC reports directly to the Principal and indirectly to the Board of Control Building and Grounds Committee.

**JOB DUTIES / REQUIREMENTS:** This list is not intended to be a complete listing, rather an indication of major areas of responsibility:

1. Supervise and manage the custodial staff.
2. Maintain the facilities at a level equal to or above what is considered the “normal industry standard” (see Position Summary).
3. Provide a yearly custodial plan that will make optimum use of custodial personnel. (This plan is to be communicated in writing with the Principal and the Chairman of the Building and Grounds Committee).
4. Prepare a schedule for custodial personnel that will offer the opportunity to complete work in an efficient manner at the appropriate times of day when competition from daily educational and co-curricular activities is at a minimum. (This schedule is to be communicated in writing with the the Chairman of the Building and Grounds Committee).
5. Work closely with Administration and faculty to ensure that any issues that could affect daily operations and/or educational activities are dealt with in a timely manner. Develop a system of communication with faculty and staff that will result in custodial reply for estimated time of remediation, questions, etc.
6. Work with the Principal and Chairman of the Building and Grounds Committee to develop a long-range custodial plan in order to recognize major issues (e.g., equipment replacement, etc.) in order to assist the Board of Control Finance Committee in budgeting for major items. This long-range plan should be reviewed on an annual basis prior to budget review and budget planning.
7. Be prepared to handle potentially hazardous materials such as cleaning materials, herbicides, etc. The HC shall have a plan and necessary equipment to deal with a minor hazardous material spill. (In the event of a potentially serious hazardous material event, the HC shall contact the appropriate agencies to assist with any required clean-up).
8. Order necessary equipment and supplies. This will include providing purchase orders / necessary documentation to the Business Manager so all purchases can be properly tracked per Business Office requirements.

**REQUIREMENTS:**

* Supervisory experience and/or ability.
* Ability to communicate and deal tactfully with fellow employees, students, parents, vendors, contractors, etc.
* Attitude to conduct themselves in a helpful and welcoming manner in dealing with people.
* Ability to organize, multi-task, prioritize and work under pressure. (Situations that affect safety, educational environment, etc. must receive immediate attention.)
* Ability to follow written and verbal instructions.
* Competent at record keeping (maintenance activities, personnel records, etc.).
* Physical ability to handle duties / tasks consistent with typical work activities of this position (e.g. lifting of materials, climbing ladders, working on lifts, utilization and maintenance of tools and equipment, etc.) and to work in confined spaces.
* Familiarity and willingness to abide
* Ability to be resourceful and proactive in dealing with issues that may arise.
* Maintain personal conduct consistent with doctrine of the WELS and guidelines in place for MLHS employees.
* Minimum of high school degree.