

	Huron School District #2-2	Code: GDA-19.1 Support Service Positions (HHS/HMS Foreman Custodian)
	Policies and Regulations	

SUPPORT SERVICE POSITIONS (HHS/HMS FOREMAN CUSTODIAN)

QUALIFICATIONS

1. Similar work experience desirable.
2. Good health and physical ability to perform duties of custodian and supervisor.
3. Must be able to lift 50#.

RESPONSIBILITIES

1. Responsible for the overall cleanliness and maintenance of the (HHS/HMS) building.
2. Responsible for the maintenance of but not limited to roof top units, boilers, motors, minor plumbing issues, and minor electrical issues.
3. Responsible for ensuring the custodians within the building are performing duties as required.
4. Performs daily housekeeping tasks of cleaning building and maintaining grounds and equipment, utilizing proper cleaning methods.
5. Performs duties as assigned by building principal and the buildings and grounds director.
6. Inspects building and grounds and corrects or reports any unsafe conditions.
7. Checks fire alarm system as required by law and reports any deficiencies to the building principal or buildings and grounds director.
8. Reports acts of vandalism and person(s) responsible to building principal.
9. Presents a neat appearance and professional manner at all times.
10. Is able to work without direct supervision while performing their duties.
11. Establishes good rapport with pupils, administrators, staff, and public.
12. Is punctual and follows building schedule.
13. Attends custodial workshops and demonstrations when requested.
14. Is knowledgeable about school policies.
15. Assumes other duties as may be assigned.

*Is supervised by building principal and buildings and grounds director.