



School Support Services
WARREN COUNTY SCHOOL DISTRICT
185 HOSPITAL DRIVE — CURWEN BUILDING
WARREN, PA 16365

MEMORANDUM

TO: FINANCE COMMITTEE MEMBERS
FROM: ARAMARK MANAGEMENT, MR. MARTY MAHAN, GENERAL MANAGER
DATE: MAY 1, 2007
RE: ARAMARK HEAD CUSTODIAN JOB DESCRIPTION

Attached please find the document as requested from the April 30, 2007 Physical Plants and Facilities Meeting.

- WCSD Office of Human Resources is attached for your information
- ARAMARK Head Custodial Duties Document (created as a result of the request from WCSD board members at the 4/30/07 PPF meeting)

WARREN COUNTY SCHOOL DISTRICT
Office of Human Resources
Job Description

ARAMARK Head Custodian

Supervisor: ARAMARK
Evaluator: ARAMARK
Department: Buildings and Grounds

Description

The ARAMARK Head Custodian is responsible for the custodial upkeep and daily cleaning of his/her assigned building and grounds.

Qualifications

- High school education required
- Ability to read, write, and communicate effectively
- Prior supervisory experience of at least 2 years
- Prior maintenance experience
- Sewage treatment plant experience desired
- Custodial experience desired
- Ability to work with staff, students, and the public
- Ability to lift at least 50 lbs.
- MSDS knowledge
- Knowledge of corrective and preventive work order system

Duties, Responsibilities, and Functions

The essential functions of this position include, but are not limited to, the following:

- Perform routine, preventive, and corrective maintenance
- Performs field and ground maintenance
- Quality assurance program
- MSDS training
- Assign work and develop work schedules for subordinates and self
- Performs boiler, univent, and heating system maintenance
- Responsible for building security
- Train custodial personnel
- Evaluation of subordinate personnel
- Supervise custodial operations
- Train staff on and operate power equipment including floor scrubbers and buffers
- Roof repair and maintenance
- Performs custodial operations daily
- Recommend candidates for hiring and terminations
- Operate lawn mowing equipment
- Perform unrelated duties in cases of an emergency or as assigned

Duties, Responsibilities, and Functions (cont.)

The essential functions of this position include, but are not limited to, the following:

- Perform all other duties as assigned by supervisor

Safety Precautions Associated With This Position

- Frequent turning, stooping, bending, and reaching
- Climbing of ladders and walking on roofs
- Use of power equipment
- Fire prevention and disaster control
- Use of mowing equipment

Comments

ARAWARK
School Support Services

DAY TO DAY OPERATIONS	
SCHOOL YEAR	
Meet with previous shift for building update	
Review and evaluate job duties and performances from previous shifts	
Schedule coverage for absenteeism	
Open facility for daily use of students and staff	
Clean Cafeteria after Breakfast use	
Raise and lower Flag	
Daily meeting with principal for day's objectives	
Assist principal with monthly fire drills	
Address cleaning issues	
Address light maintenance issues	
Request supplies as needed	
Review and submit work orders	
Clean Cafeteria during and after up to as many as 4 lunch periods	
Quality Assurance inspections	
Snow removal and sidewalk maintenance for immediate area of building	
Operate Seasonal Equipment (i.e. snowblowers, lawn mowers, etc.)	
Address teacher and secretarial requests	
Meet with incoming custodial staff for overnight shift	
SECURITY & SAFETY	
Attend safety committee meetings	
Lock and unlock the building	
Maintenance of computers for locks and security cameras	
Fire Alarm System periodical maintained	
Safety Issues inside and outside	
(i.e. police glass on playgrounds, police parking lot, tripping hazards)	
Responsibilities for exterior lighting checks and exit signage	
Police Department reporting of Building damage	
Perform unrelated duties in case of emergency or as assigned (i.e. bomb threats, pulled fire alarms)	
Assign or perform after hours reports of building inspections	

TYPICAL ARAMARK HEAD CUSTODIAN DUTIES

SPECIAL EVENTS	Assign and/or perform set ups/tear downs/clean up for school events (i.e. assemblies, daytime concerts, etc.)
	Assign and/or perform set ups/tear downs/clean up for after school events (i.e. ice cream socials, athletic events, evening concerts, plays, etc.)
	Assign and/or perform set ups/tear downs/clean up for special meetings (i.e. PTA meetings, sub-committee meetings)
CLEANING	Lobbies and entries - glass, walls, floors as needed daily
	Dust Mop all corridors and wet mop as needed
	Clean Main stairwell
	Daily Bathroom check and cleaning as needed daily
	Bodily student fluid clean up
	High dust as needed
	Auto scrub main entrance and both lobbies
	Sweep entrances
	Spot clean vertical surfaces
LIGHT MAINTENANCE	Repair plumbing if possible
	Repair electrical if possible
	Visually inspect and assess boiler room
	Assemble/Repair WCSD furniture
	Repair custodial equipment if possible
	Assist with seasonal decorations
STAFF SUPERVISION	Evaluate staff performance twice per year
	Train employees
	Schedule job assignments
	Schedule/Control overtime
	Meet and discuss building and team issues
	Mediate employee issues
	Manage time and attendance
	MSDS knowledge and/or application
	Recommend candidates for employment and terminate
	Maintain employee payroll sheets and report to office