



**NOTICE OF VACANCY**  
**Logan City School District**  
**101 West Center**  
**Logan, UT 84321**

*March 12, 2024*

**Head Custodian**  
*Adams Elementary*

Applications are now being accepted for a Head Custodian. The job of Head Custodian is done for the purpose/s of providing custodial services at an Elementary School; ensuring an attractive, sanitary, and safe, environment for students, staff, and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; overseeing and supporting assigned custodial staff in the performance of their assignments; and ensuring that assignments are completed in a safe, proper, and timely manner.

**Hours per day:** 8.0

**Salary:** \$24.16 per hour

**Contract:** 250 days

**Benefits:** Insurance, retirement, leave, and other benefits as outlined in the Education Support Professional Negotiated Agreement.

**Application Process**

**Deadline: March 26, 2024 @ 4:00 pm or until filled**

All application materials must be submitted to Logan City School District Human Resource Office, 101 West Center, Logan, Utah 84321. Email: [jill.ochsenbein@loganschools.org](mailto:jill.ochsenbein@loganschools.org) Phone (435)-755-2300 FAX: (435) 755-2311. **Selected finalists will be contacted for an interview.**

Applicants must submit the following:

1. Completed Logan City School District Education Support Professional Application (available online at [www.loganschools.org](http://www.loganschools.org))
2. Detailed cover letter outlining special competencies related to and specific interest in the particular position.
3. Current resume in which professional preparation and experience are clearly detailed
4. Three letters of recommendation written within the last six months

## **Essential Functions**

- Consults with administrative personnel for the purpose of planning, prioritizing, and scheduling custodial activities and achieving site maintenance objectives.
- Coordinates with outside groups regarding building rental needs for the purpose of ensuring that facilities are ready for use by groups and/or by the school site.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Inspects facilities and work of assigned staff for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Oversees assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of assuring that a sanitary, safe, and attractive environment is maintained.
- Oversees facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars, for the purpose of conveying and/or gathering information required to perform job functions.
- Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, lockers, etc.) for the purpose of ensuring proper functioning and usability of items.
- Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, removing snow, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and restroom supplies (e.g. paper towels soaps, etc.) for the purpose of ensuring adequate quantities for daily use.
- Requisitions equipment, supplies, and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss, and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
- Utilizes a variety of cleaning equipment (e.g. carpet cleaners, floor sanders, buffers, etc.) for the purpose of maintaining a clean and safe facility.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Experience:** Job related experience with increasing levels of responsibility is required

**Required Testing:** None Specified

**Education:** High School diploma or equivalent

**Equivalency:** None specified

**Certificates & Licenses:** None specified

**Clearances:** Criminal Justice Fingerprint/Background Clearance

*It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.*

*Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Human Resource Director at (435) 755-2300 for additional information or assistance.*