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# HEAD CUSTODIAN

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**Job Title:** Head Custodian

**Qualifications:**

1. High School Diploma or Equivalent
2. Strong characteristics of cooperation, flexibility, initiative and industriousness
3. Personality necessary for a people organization
4. Prior experience in a school setting is desirable
5. Other qualifications a deemed appropriate

**Reports To:** Maintenance Supervisor/Business Manager

**Essential Functions:**

1. Ability to read, reason and understand policies and procedures and related information and to follow verbal and/or demonstrated instructions.
2. Knowledge of materials, methods and equipment used in janitorial work and ability to operated manual and automatic custodial equipment.
3. Physical ability to perform all necessary job related upper and lower body movement.
4. Ability to talk, hear, see, speak and correctly perceive. Ability to work in a team environment.
5. Ability to do reaching, lifting, basic math, writing, eye-hand coordination, sitting, and stooping.
6. Ability to lift and carry products (up to 50 pounds).

**Performance Responsibilities:**

1. Responsible for the supervision of all types of work done in district buildings.
2. Responsible to plan, schedule, supervise and evaluate the work of custodial workers.
3. To maintain a clean, sanitary building with daily care of all building areas.
4. To effect minor repairs whenever necessary.
5. To be particularly attentive to heating, roofing, refrigerating, lighting, plumbing aspects of building maintenance.
6. To be cognizant of and attentive to all building safety features particularly fire control.
7. To check school buildings on week-ends and vacation periods, particularly during the winter season including removal of snow and sanding to make walkways safe.
8. To requisition cleaning and maintenance supplies through the Maintenance Supervisor in accordance with budgetary allotments.
9. To advise building principal and the Superintendent, or his designee, on matters of major repair, boilers, lighting, painting, etc.
10. To arrange and oversee "building security" in accordance with the district rules and regulations.
11. To be constantly aware of better building maintenance practices.
12. To perform other maintenance duties as required by the Maintenance Supervisor/Superintendent or his designee.

**Legal and Ethical Duties:**

1. Follows health and safety procedures established by the district.
2. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
3. Demonstrate loyalty, dependability, integrity, and other ethical standards.
4. Follows the chain of command for various administrative procedures and student or program concerns.

**Terms of Employment:** Hourly rate determined by the terms of the negotiated agreement. Hours of work and location to be determined by the Maintenance Supervisor/Head Custodian of the building assigned.

**Evaluation:** This will occur once at the end of the probationary period, thereafter, annually by the assigned supervisor for review by the maintenance

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To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.