

Job Title: CUSTODIAN, HEAD
Reports to: Custodial Coordinator
Dept./School: Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: July 23, 2018

Primary Purpose

Supervise the campus custodial operations. Establish and follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

QUALIFICATIONS

Education/Certification

None

Special Knowledge/Skills

Ability to read and understand instructions for cleaning, maintenance, and safety procedures
Knowledge of minor repair techniques and building and grounds maintenance
Ability to operate cleaning equipment and lift heavy equipment
Ability to properly handle cleaning supplies
Ability to develop duty schedules for those he supervises

Experience

Two years experience in custodial services

MAJOR RESPONSIBILITIES AND DUTIES

Custodial Management

1. Direct and monitor the work of custodians at assigned campus.
2. Help screen, select, and train custodians.
3. Direct and assist in setting up facilities for special events.
4. Assist the Custodial Coordinator on a regular basis in evaluating the performance of the custodial staff.

Cleaning

5. Implement and maintain established cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
6. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
7. Comply with local laws and procedures for storage and disposal of trash.
8. Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.

Maintenance and Repair

9. Assist with lunchroom set up, including arranging tables and chairs.

- 10. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
- 11. Make minor building repairs as needed and report major repair needs to principal.
- 12. Move furniture or equipment within building as directed by supervisor.

Safety

- 13. Assume responsibility for opening and closing building each school day (setting alarm system).
- 14. Oversee procedures for locking, checking, and safeguarding facilities.
- 15. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
- 16. Inspect machines and equipment for safety and efficiency.
- 17. Operate tools and equipment according to established safety procedures.
- 18. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- 19. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other

- 20. Perform other duties assigned by supervisor.
- 21. Maintain confidentiality of information.

Supervisory Responsibilities

- 22. Monitor and direct the work of custodians.

EQUIPMENT USED

Buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, lawn mower, edger, and weed eater.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Strenuous walking, standing, climbing, and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____