



Job Description Head Custodian

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 260 Days

Experience Required:

Minimum Education Requirements: High School diploma or G.E.D.

Department: Support Staff.

Direct Supervisor: Building Principal.

Primary Work Location: School setting.

Certification: None.

Job Summary: Supervises custodial staff and performs routine manual work in the cleaning and upkeep of a designated complex or building to provide students with a safe, attractive, and clean place in which to learn, play, and develop.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Keep building and premises, including sidewalks, driveways, and play areas, neat and clean.
- Supervise other custodial staff.
- Check daily to ensure that all exit doors are open, and all panic bolts are working properly during the hours of building occupancy.
- Assume responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
- Keep the grounds free from trash.
- Shovel, plow, and sand walks, driveways, parking areas, and steps, as appropriate.
- Serve as liaison and maintain close working relationship with administrative staff.
- Maintain building inventory levels for products needed.
- Conduct monthly safety inspections.
- Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- Raise the U.S. flag at or before 8:00 a.m. on each school day, and lower it at or after 3:30 p.m.
- Wash all windows on both the inside and outside at least twice each year, and more frequently if necessary.
- Perform such yard keeping chores as grass cutting and tree trimming as necessary.
- Make minor building repairs.
- Maintain on a regular schedule all mechanical equipment.
- Report to the principal any damage to school property.
- Remain on the school premises during school hours, and during non-school

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hours when the use of the building has been authorized and extended work hours have been approved.

- Move furniture or equipment within buildings as required.
- Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Assume responsibility for the safe condition of the swimming pool, if the building has one, making all necessary water tests, backlashing the filters, and refilling the pool as necessary.
- Conduct periodic inspections and tests of all electrical installations in the school to ensure safety.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Equipment and supplies used for cleaning.
- General building maintenance methods and practices including painting, plumbing, floor stripping and waxing, and light carpentry.
- Occupational hazards and safe work practices.

Skills

- Oral communications and relational skills.
- Follow and relay oral and written instructions, policies, and procedures.
- Utilize appropriate tools and equipment in a manner consistent with safety principles.

Abilities

- Prioritize tasks at hand.
- Perform manual labor for extended periods of time.
- Work alone and accomplish tasks without supervision.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Lift up to 50 pounds.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date