



## RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

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**TITLE:** Head Custodian  
**REPORTS TO:** Chief of Custodians/Director of Facilities  
**QUALIFICATIONS:**

1. Detailed knowledge of cleaning and sanitary methods and the materials, tools and equipment related thereto; ability to lead or direct two or more helpers; ability to complete standard forms and prepare schedules.
2. Possession of a Low Pressure Fireman's license (Black Seal) to operate boilers required.
3. The ability to read, write and communicate effectively.
4. The ability to lift 75 pounds at least 20% of the time.
5. Possess basic computer knowledge.
6. Possess a valid driver's license; possession of CDL preferred.
7. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.

**GENERAL DESCRIPTION:**

In addition to custodial responsibilities outlined in the Custodian job description, the Head Custodian is directly responsible for the supervision of cleanliness, operation, safety, and security of the school building and grounds to which he/she is assigned.

**ESSENTIAL JOB FUNCTIONS:**

1. Schedules daily tasks, supervises the work of the custodial force, and participates in the daily cleaning of the school facilities.
2. Approves time sheets of all custodians under his/her supervision.
3. Monitors and enters requests into the operations software for the management of the facility.
4. Trains custodians as required for correct performance of their tasks and inspect their work.
5. Wears uniform provided by district and approved work boots or shoes.
6. Orders materials and equipment with approval from the Chief of Custodians.
7. Conducts periodic checks and light servicing of equipment in accordance with the district comprehensive custodial preventive maintenance schedule.
8. Lifts 75 pounds at least 20% of the time; has the ability to lift 50 pounds 100% of the time and possesses the occasional ability to lift up to 80 pounds.
9. Bends, lifts, squats, crawls, performs repetitive motions, climbs stairs and ladders, works at heights, shovels, works in the elements and stands for long periods of time, and is able to use a hand truck.
10. Moves and twists to complete normal daily activities such as mopping, sweeping, emptying garbage cans, moving furniture, etc.
11. Shovels snow, operates snow equipment, sweeps sidewalks and steps and salts during inclement weather.
12. Operates all required equipment.
13. Forwards all preventive maintenance sheets and records to the Chief of Custodians.
14. Remains aware of all events on a daily basis.
15. Plans effectively for each building event by proactively speaking to all those involved in order to obtain all event set-up and breakdown requirements.
16. Ensures that all event requirements are met for each event so that they may occur on time and without issue.
17. Coordinates staff to ensure timeliness of set up and breakdown of events.

18. Maintains a positive working relationship with district staff.
19. Orders maintenance, repairs, or improvements of facility with approval of Chief of Custodians and/or the Director of Facilities.
20. Performs such other tasks and assume such other responsibilities as assigned by the Chief of Custodians and/or Director of Facilities.

WORK YEAR: Twelve-month employee  
DATE APPROVED: January 15, 2019  
APPROVED BY: Board of Education