

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**  
**Job Description**

**TITLE:** Head Custodian (FLSA Status: Non-Exempt)

**MINIMUM QUALIFICATIONS:**

1. U. S. Citizen or authorized alien
2. High school diploma or its equivalent desired but not required
3. Satisfactory completion of a two hour asbestos awareness training course within sixty days of employment
4. Must be able to read and understand job and product directions
5. Must be dependable, honest, and reliable

**REPORTS TO:** Principal, Assistant Principal in charge of plant management, Assistant Director of Custodial Services

**SUPERVISES:** Custodial staff

**JOB GOAL:** To maintain the physical school plant and grounds in a condition of operating excellence, so that full educational use of them may be made at all times, and provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop.

**ESSENTIAL JOB FUNCTIONS:**

1. Helps in the selection, assignments, scheduling, and training of members of the custodial staff.
2. Plans and oversees routine maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.
3. Monitors the time records of all custodial employees in the school.
4. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment far enough in advance, so that they may be delivered in such time as will not hinder the custodian in his duties.
5. Evaluates the performance of the custodial staff.
6. Strives constantly to promote the safety, health, and comfort of the students and employees.
7. Assumes 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.
8. Reports promptly to the principal or appropriate authority major repairs needed.
9. Keeps buildings and premises, including sidewalks, driveways, and play areas, neat and clean at all times.
10. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
11. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
12. Sweeps classrooms daily and dusts furniture.
13. Cleans corridors as required.
14. Cleans and disinfects restrooms daily and cleans all sanitary fixtures and drinking fountains daily.
15. Washes all windows on both the inside and outside as required.
16. Keep the grounds free from rubbish.
17. Performs such yardkeeping chores as grass cutting, shrub trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
18. Keeps all floors in a clean and attractive condition and in a good state of preservation.
19. Cleans all chalkboards as required.
20. Makes minor building repairs.
21. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
22. Reports immediately to the principal any damage to school property.
23. Remains on the school premises during school hours, and during nonschool hours, when the use of the building has been authorized and the person in charge of plant management requires his/her attendance.
24. Supervises an ongoing program of general maintenance, upkeep, and repair.
25. Moves furniture or equipment within buildings as required for various activities and as directed by the person in charge of plant operations.
26. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and hazardous materials.
27. Regularly monitors all electrical installations in the school to ensure their safe condition.
28. Regularly monitors fire extinguishers for proper working condition.
29. Reflects professionalism in speech and manner towards students, parents, faculty, and other staff members.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs such other duties as may be assigned.

**PHYSICAL DEMANDS:**

1. Must be in good health.
2. Must possess skills and stamina to perform job responsibilities.
3. Must be able to perform tasks including the operation of equipment such as buffers, lawn mowers, weed-wackers, scrub and vacuum machines, tractors, hand tools, hand trucks, etc.
4. Must be able to physically perform tasks including mopping, stooping, bending, carrying cleaning, lifting, climbing ladders, pulling and reaching up and down.

**ENVIRONMENTAL CONDITIONS:**

The head custodian performs his/her duties inside and outside. The head custodian can be exposed to temperature variations of hot and cold. Surfaces can be wet, slippery, and of a variety in inclines.

**TERMS OF EMPLOYMENT:** Twelve (12) months, salary in accordance with current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Boards policy on Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_  
(Incumbent)

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Incumbent's Name (Please Print)**

\_\_\_\_\_  
**Employee Identification Number**