

SEDALIA SCHOOL DISTRICT #200

Job Title: Head Custodian

Job Overview

- Head Custodian salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment by May
- Reports to Janitorial Supervisor and Building Principal

Qualifications

- Have a working knowledge of basic maintenance procedures
- Physical ability to perform duties required
- Ability to organize and plan effectively
- Ability to operate power cleaning equipment
- Knowledge to use various cleaning supplies and equipment in a safe manner
- Possess some maintenance skills
- Demonstrate leadership and effective communication skills
- Work well with others
- Work with little or no supervision
- Ability to follow directions

Other Working Conditions

- Vacations, leave policies, and fringe benefits as stated in Board policies
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Responsibilities and Duties

- Set up a complete eight-hour day work program for custodians under his/her supervision
- Maintain a preventive maintenance program for all equipment
- Report to Janitorial Supervisor and Building Principal as needed for all custodial, maintenance issues, and other areas that may be of concern
- Maintain good physical condition and neat appearance with ability to lift 50 pounds as needed
- Perform all duties in a safe manner while maintaining a safe working environment for employees under your supervision using safety materials issued by the District
- Maintain a positive attitude of support for the District and its goals at all times while performing District work
- Be available to work special events and extra hours when needed and called upon
- Continuous effort to improve operations and work processes to provide quality custodial service
- Inspect assigned areas inside and outside of the building
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Janitorial Supervisor, Building Principal, or other administrative personnel

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.