

ST. MARY PARISH PUBLIC SCHOOLS
HEAD CUSTODIAN JOB DESCRIPTION

POSITION: Head Custodian

REPORTS TO: Principal of School

TERMS OF EMPLOYMENT: Following the probationary period as set forth in policy GBG, terms of employment are 240 days.

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

QUALIFICATIONS:

1. Must demonstrate aptitude or competence for assigned responsibility.
2. Must possess those qualities, which would indicate ability, temperament and enthusiasm to work with others and around school children.
3. Must possess certain mechanical aptitude that would indicate his ability to be trained and follow instructions on electricity, heating, plumbing, and air condition maintenance.

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Non-Exempt

JOB GOAL: Perform all custodial responsibilities in a superior manner and assure maximum cleanliness and safety in school building and grounds. Maintain the physical school so that fullest educational use of the facility is made at all times.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish School Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the assignment, scheduling and training of members of the custodial staff when and where applicable. Job routines (daily tasks) must be established, and proper supervision of work performed.
2. Be familiar with and knowledgeable of the Policies and Procedures of the St. Mary Parish School Board as they affect the employees under his/ her jurisdiction.
3. Work cooperatively and in harmony with administrators, teachers and co-workers.
4. Maintain an adequate inventory of supplies necessary for the performance of the custodial and janitorial work and to requisition these supplies when needed through the proper office. (These requisitions will be handled in such a manner as to allow ample time for delivery without work stoppage or delay.)
5. Remain on the school premises during school hours and non-school hours when the use of the building had been authorized and his attendance is required by the principal.
6. Conduct periodic inspections and test of all electrical installations in the school to insure their safe condition.
7. Properly secure the building or buildings in his care before leaving and to answer to all calls relating to building break-ins or burglaries, when available.
8. Comply with local laws and procedures for the storage and disposal of trash, rubbish and waste.
9. Report to the principal any physical plant needs to be reported to maintenance on a daily basis; to immediately report damage need for emergency repairs.
10. Compile a weekly report on the needs to the physical plant for submission to the principal of the school to which he is assigned.
11. Strive constantly to promote the safety, health and comfort of the students and employees at the assigned school.
12. Regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity in keeping with guides of energy consumption.
13. Open and close the building each school day and determines before leaving that all doors and windows are secured and all lights off, except emergency lights.
14. Carry out any other duties as may properly come within the scope of the position of maybe deemed necessary by the principal for the orderly function of the school.
15. Exhibit a working knowledge of the St. Mary Parish Policies and Procedures Handbook and St. Mary Parish Custodial Handbook.
16. Perform any other duties as may come within the scope of said position of may be assigned by the immediate supervisor or superintendent.

QUALIFICATIONS: The Head Custodian must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the Head Custodian is frequently required to stand, walk, speak, hear, and sometimes sit. The Head Custodian may occasionally push or lift up to 50 lbs., such as boxes of materials. The Head Custodian is frequently exposed to a work environment noise level, which is moderate to loud. The Head Custodian must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The Head Custodian must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Annual physicals are required in accordance with job duties.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position. Additional duties may be assigned by the superintendent and/or superintendent's designee.

This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.

The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Personnel Evaluation Plan and understands the duties and responsibilities required.

SIGNATURE _____ DATE _____