JOB TITLE: HEAD CUSTODIAN

QUALIFICATIONS: 1. Must have a minimum of a high school diploma, equivalent

(GED), or demonstrated proficiency through previous job

experience and/or training in related performance

responsibilities listed below.

2. Such alternatives to the above qualifications as the Board

may find appropriate and acceptable.

3. Ability to read and interpret basic cleaning supplies

directions and/or instructions.

4. Able to stoop, bend, lift up to 50 pounds and be on his or her

feet for an 8 hour shift.

REPORTS TO: Building and Grounds Supervisor, Building Principal and

Assistant Superintendent

JOB GOAL: To maintain all facets of the physical school plant to the

highest standard.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates knowledge of wet mopping techniques

- 2. Demonstrates knowledge of dusting techniques
- 3. Demonstrates knowledge of floor finishing techniques
- 4. Demonstrates knowledge of restroom cleaning techniques
- 5. Demonstrates knowledge of window cleaning techniques
- 6. Demonstrates knowledge of dry erase/blackboard cleaning techniques
- 7. Demonstrates knowledge of furniture and fixture cleaning techniques
- 8. Demonstrates knowledge of carpet cleaning techniques
- 9. Demonstrates knowledge of proper body fluid cleanup techniques
- 10. Demonstrates knowledge of proper grounds cleanup techniques
- 11. Demonstrates knowledge of minor electrical skills
- 12. Demonstrates knowledge of HVAC equipment
- 13. Demonstrates knowledge of general repair techniques
- 14. Sets an example for professional behavior
- 15. Provides appropriate supervision of custodians under his/her direction
- 16. Schedules setup for building activities in an effective and efficient manner.
- 17. Closes and locks all doors and windows at appropriate times
- 18. Follows guidelines and reports security problems
- 19. Observes and reports any persons in the building or on the grounds who are of a suspicious nature
- 20. Maintains proper labeling of chemicals
- 21. Stores chemicals in appropriate location as recommended by manufacturer
- 22. Uses chemical as recommended by manufacturer
- 23. Keeps area secure where chemicals are stored
- 24. Keeps equipment clean
- 25. Replaces belts and other minor parts as needed
- 26. Follows proper procedures to have equipment repaired in a timely manner

- 27. Operates equipment as directed by manufacturer
- 28. Keeps all custodial closets stocked with appropriate amount of inventory
- 29. Keeps items stored in a neat and orderly way
- 30. Knows where all utility shut-offs are and where fire extinguishers are used
- 31. Wears safety equipment when necessary
- 32. Demonstrates knowledge of procedures to follow in an earthquake, fire tornado or flood
- 33. Operates equipment in a safe manner
- 34. Demonstrates proper use of equipment
- 35. Demonstrates proper care and upkeep of equipment
- 36. Maintains a clean and attractive campus
- 37. Completes a written quarterly evaluation of all supervised facilities regarding their overall appearance and cleanliness.
- 38. Complete and annual performance evaluation of all custodians under his/her supervision. Provides direction and corrective action as needed to resolve personnel issues, and submits employment recommendations to the assistant superintendent as required.
- 39. Perform other duties as assigned by administrative supervisors.

EMPLOYMENT:	Salary and work year to Education.	be established by the Board of
EVALUATION:	5	will be evaluated in accordance with 's policy on Evaluation of Support
Signed:		Date:
(I	Head Custodian)	
Signed:		Date:
(Assistan	t Superintendent)	