

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

- EMPLOYMENT: Salary and work year to be established by the Board of Education.
- EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.
- Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Head Custodian)
- Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Assistant Superintendent)