



Job Title: Elementary Head Custodian

Wage/Hour Status: Nonexempt

Reports to: Area Manager

Pay Grade: HS 4

Dept./School: Operations

QUALIFICATIONS:

1. Must have a clear and valid Texas driver's License.
2. Ability to read and understand instructions for cleaning, maintenance, and safety procedures.
3. Ability to operate cleaning equipment and lift heavy equipment.
4. Ability to properly handle cleaning supplies.
5. One (1) year of experience in custodial work preferred.
6. Two (2) years of supervisory experience preferred.
7. Demonstrated leadership experience required.
8. Must have reliable transportation to report to assigned campus as needed.

ESSENTIAL FUNCTIONS:

1. Supervise the daily cleaning of the building by directing and monitoring the work of custodians at the campus.
2. Train custodians in proper cleaning procedures and care and maintenance of custodian equipment.
3. Maintain security of the building in the absence of school administrators.
4. Perform routine custodial tasks as a working supervisor.
5. Direct and assist in setting up facilities for special events.
6. Implement and maintain established cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
7. Comply with local laws and procedures for storage and disposal of trash.
8. Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.
9. Assist with lunchroom setup, including arranging tables and chairs.
10. Move furniture or equipment within the building as directed by principal.
11. Assume responsibility for opening and closing the building each day.
12. Oversee procedures for locking, checking, and safeguarding facilities.
13. Check daily to ensure that all exit doors and all panic bolts are working properly during hours of building occupancy.
14. Correct unsafe conditions in the work area and immediately report any conditions that are not correctable.
15. Perform other duties as assigned by Area Manager, Supervisor(s), or Director.
16. Regular and reliable attendance is an essential job function.

WORKING CONDITIONS:

Ability to work well with diverse employee groups.

Frequently required to lift and carry loads up to at least 60 lbs., bend, stoop and reach above shoulder level.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: _____ Date _____

Employee Signature: _____ Date _____