

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Head Custodian

QUALIFICATIONS: High School diploma or equivalent

JOB GOAL: To provide students and school staff with a well-kept environment in which to learn and to work

REPORTS TO: Director of Building and Facilities, Principal and/or Principal's designee

EVALUATION: Trussville Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Organizes, directs, trains, and assists staff in the daily duties to keep building and premises, including sidewalks, driveways, and play areas, neat and clean.
2. Under direction of Director or Principal/designee monitors, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of resources.
3. Directs and assists staff in keeping walkways, steps, driveways, and parking areas clean and clear of debris.
4. Checks daily to ensure hallways and exits are clear and that panic bars and door are working properly.
5. Organizes, directs, trains, and assists staff in sweeping, vacuuming, and mopping classrooms daily.
6. Organizes, directs, trains, and assists staff in dusting of classrooms and cleaning furniture daily.
7. Organizes, directs, trains, and assists staff in scrubbing, hosing down, and disinfecting all plumbing fixtures to include toilets, sanitary fixtures and drinking fountains daily.
8. Organizes, directs, trains, and assists staff in the thorough cleaning of restrooms daily and periodic checks throughout the day.
9. Organizes, directs, trains, and assists staff in washing windows both inside and outside at least twice yearly or at the discretion of the Principal or designee.

10. Organizes, directs, trains, and assists staff in performing grounds keeping duties – grass cutting, tree trimming, rubbish collecting, etc. – to maintain grounds in safe, attractive condition.
11. Organizes, directs, trains, and assists staff in keeping floors in clean, attractive condition and good state of preservation.
12. Makes minor building repairs.
13. Reports promptly to the principal any major repairs needed or any damage to school property.
14. Prepares orders for custodial supplies and keeps an accurate inventory of all supplies and equipment.
15. Opens and closes the building each school day and determines before leaving that all doors and windows are secured and lights, except for security, are off.
16. Organizes, directs, trains, and assists staff in complying with laws and procedures for storage of chemicals and disposal of trash.
17. Organizes, directs, trains, and assists staff in moving furniture or equipment as required for various activities by principal or designee.
18. Conducts weekly fire inspections with the principal.
19. Assumes responsibility for acting as a representative of the Trussville City board of Education in the solution of problems.
20. Participates in professional growth activities or seminars on clean air (environment) and safety.
21. Assumes responsibility to perform any work that is assigned by the Superintendent, Principal, or designee.

Board Approved: July 12, 2005
Board Amended: February 1, 2010

