

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

HEAD CUSTODIAN

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of two (2) years' experience in custodial/maintenance preferred.
3. Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrates general knowledge of job-related maintenance and cleaning equipment used in custodial tasks. Responsible for supervisory work in directing custodial, light maintenance, and site services in a school area. Assist in planning, assigning, and supervising the work of a various number of employees engaged in a variety of routine housekeeping and similar tasks. Ability to work continuous hours while standing. Duties require some independent judgment in planning work methods, scheduling work, and assisting in reviewing the work of subordinates. Ability to work effectively as a team member, maintain effective working relationships with vendors/employees, and deal courteously with the public. Ability to maintain confidentiality. Knowledge of chemicals and how to use them properly. Must have basic computer knowledge for accessing email, employee information, time off requests, and work orders.

REPORTS TO:

Director of Custodial Services or his/her designee

JOB GOAL

To assist in coordinating the activities of the site custodians in a manner that promotes a safe and productive District site while functioning as a working custodian.

EVALUATED BY:

District Custodial Supervisor or designee

SUPERVISES:

Custodial staff as assigned; by the Director of Custodial Services or designee

PERFORMANCE RESPONSIBILITIES:

- * (1) Considerable knowledge of cleaning methods including working with chemicals, cleaning materials, and equipment and maintaining custodial inventory.
- * (2) Coordinate work schedules with District Custodial Supervisor.
- * (3) Maintain District sites in a clean and safe condition.
- * (4) Assist in planning work assignments for custodial personnel.
- * (5) Supervise and direct the work of custodial personnel.
- * (6) Assist in training new employees in proper cleaning/maintenance techniques.

HEAD CUSTODIAN (Continued)

- * (7) Deal tactfully with faculty, students, and subordinates.
- * (8) Actively participate in meetings with the District Custodial Supervisor.
- * (9) Perform heavy cleaning activities (scrub, mop, wax, polish, dust, wash windows, etc.) as assigned.
- *(10) Complete work on schedule and according to established standards.
- *(11) Distribute materials and supplies, and prepare proper reports on materials used as directed.
- *(12) Move furniture and equipment as directed.
- *(13) Report and/or complete minor repairs as directed.
- *(14) Report all damage and major repairs to the District Custodial Supervisor immediately.
- *(15) Read and interpret manuals on use and maintenance of sophisticated equipment.
- *(16) Assist in assigning and supervising the work of custodial personnel and assist in the cleaning and maintenance of District sites.
- *(17) Open and secure buildings and gates or assign tasks to another member of the custodial personnel assigned to the site.
- *(18) Use effective and positive interpersonal communication skills.
- *(19) Supervise and evaluate the performance of custodial personnel; recommend employees for appointment, reappointment, transfer and/or termination.
- *(20) Must use personal protective equipment as prescribed by product labeling, safety data sheets, and OSHA guidelines.
- *(21) Serve as a building liaison between the Director of Custodial Services or designee, and other custodians, working together to establish a clean and safe work environment.
- *(22) Attend in-service training sessions on custodial-related subjects.
- *(23) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

Salary Lane: Professional PAAZ

Approved 08/19/2024