



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Head Custodian
Department / Location:	Buildings and Grounds / School Building
Reports to:	Director of Buildings and Grounds & Building Principal
Employees Supervised:	Building Custodial Staff
Classification:	Non-exempt
Status:	12-month
Created / Revised:	November 2025
Board Approved:	N/A

Position Summary

Under direct supervision of the Director of Building and Grounds and School Principal, to provide responsible daily custodial operations, maintaining a sanitary and safe facility for students, employees and the public; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner and overseeing and supporting assigned custodians in the performance of their assignments.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Leads, directs and assists in organizing written work schedules and written performance inspections of custodial employees.
2. Trains building custodians for the purpose of developing professional trade and safety awareness skills.
3. Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, grounds) for the purpose of maintaining a sanitary, safe work environment.
4. Delivers various items and materials (e.g. supplies, mail, packages, furniture) for the purpose of ensuring adequate supplies to the appropriate parties.
5. Communicate information regarding activities, safety and/or proper maintenance of facilities to staff and students.

6. Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in clean condition, and identifying necessary repairs.
7. Maintain preventative maintenance schedule for heating, ventilation and air conditioning equipment, including quarterly air filter changes, fan motors and belts.
8. Oversees minor maintenance work performed by custodial staff.
9. Maintains inventory of supplies; develops requisitions with building custodians and/or school administration for school and cleaning supplies.
10. Meets with principals and custodians to provide reports on building needs and conditions.
11. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
12. Check buildings and grounds to ensure that they are properly cleaned.
13. Arranges furniture and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.
14. Works with school district employees, service companies and contractors to maintain and improve the work environment.
15. Solicits price proposals from vendors for supplies and equipment and assists with soliciting of price proposals from outside contractors.
16. Attends in-service training (e.g. bloodborne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.

Additional Job Functions

1. Attend required meetings and participate in training on work procedures and safety.
2. Seek assistance, advice or a decision from supervisor or management when situations arise which are outside of the scope of normal duties or require a decision or response for which the employee is not trained or authorized to make.
3. Maintain knowledge of safe practices and equipment used to perform duties.
4. Know, understand and follow applicable school safety policies and procedures, including but not limited to: proper lifting techniques, operation of equipment, mixing and use of cleaning chemicals/agents, use of power or hand tools, driving vehicle, and signage for wet floors.
5. Give directions to students or visitors and answer other questions in a helpful and pleasant manner.

Knowledge, Skills and Abilities

1. Must be organized and able to work on a schedule.
2. Must be able to communicate verbally and in writing and follow written and verbal instructions.
3. Must demonstrate the ability to establish and maintain positive working relationships with other maintenance/custodial employees, district staff and community members.
4. Must understand the need for teamwork, timeliness and safety.
5. Must be able to maintain self-control without exhibiting negative behaviors.
6. Must be able to interact with others to accomplish tasks without arousing hostility.
7. Must be flexible and able to respond to changing priorities, new job assignments and interruptions.

Working Conditions

1. Indoor school environment.
2. Outdoor environment.

Physical Requirements

1. Must be able to stand and walk for prolonged periods.

2. Must be able to perform heavy physical work, frequently lifting or moving more than 50 pounds.
3. Must be able to communicate effectively to ask or respond to questions and provide information or assistance.
4. Must be able to move throughout the buildings and grounds areas with time spent working indoors and outdoors in varying weather and temperature conditions.
5. Must be able to reach in all directions, bend/stoop and climb.
6. Must have dexterity and hand/eye coordination necessary to operate cleaning equipment and hand tools.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day in an environment which may be noisy.
8. Must have the ability to maintain concentration and focus on tasks which are often repetitive.
9. Must be able to follow safety practices at all times, including proper lifting and use of cleaning solutions/equipment.

Education and Experience

1. High school education or equivalent; requires ability to read, write and understand directions.
2. Prior experience as a custodian, cleaning or other heavy work is desired. On the job training is provided.
3. Working knowledge of equipment maintenance and use of power and hand tools is desired but not a requirement.

Licenses and Certifications

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.