



## **HEAD CUSTODIAN**

### **Primary Function:**

To provide a clean and safe learning environment while providing leadership for building custodial staff.

Reports to Business Manager

### **Qualifications:**

- Graduation from high school, technical school, or comparable experience
- Working knowledge of methods, tools, mechanical equipment and techniques used in custodial work
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Ability to operate various types of power and hand machinery and tools
- Ability to perform assigned daily duties with minimum direction
- Ability to establish and maintain effective public, student and co-worker relationships.

### **Performance Responsibilities:**

1. Maintains building and premises neat and clean at all time.
2. Shovels, plows and salts sidewalks as appropriate
3. Cleans corridors during the day daily
4. Organizes tasks for A.M. and P.M. custodians
5. Certifies time cards of building custodians
6. Arranges for substitute coverage of custodians
7. Maintains overtime log
8. Reports damage of school property immediately upon being known
9. Complies with local ordinances for storage and disposal of trash and waste
10. Maintains grounds free from rubbish
11. Responsible for safety training
12. Conduct annual evaluations for custodial staff
13. Deliver teacher shipments to classrooms on daily basis
14. Prepare annual custodial supply bid and maintain inventory
15. Performs other related duties as assigned by Building Principal and Business Manager

### **Terms of Employment**

260 work days. Salary and work year established by the Board of Education.

### **Evaluation:**

Performance of this job will be evaluated by the Business Manager