

HEAD CUSTODIAN

JOB SUMMARY

Responsible for all custodial operations and custodians within your assigned school.

QUALIFICATIONS

- High school diploma (or GED)
- Experience supervising others, record-keeping, training, and preparing work assignments
- Be clean and neat in personal appearance to present the proper appearance when working
- Command the respect of students and teachers by setting a good example
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Principal or Assistant Director of Schools
- Responsible for the cleanliness and safety of the building
- Responsible for the designation of duties for the opening and secure closing of the building(s)
- Responsible for checking the condition of the building each workday
- Responsible for checking doors and windows to make sure they are closed and locked properly
- Responsible for reporting break-ins to school office and maintenance
- Responsible for reporting repair work to be done by the Maintenance Department to the school office and make sure that a proper work order is completed and sent to the Maintenance Department
- Responsible for maintaining proper temperature for the school building, and to follow the inclement weather guidelines
- Responsible for making sure that Custodian Time Sheets, Absenteeism Forms, and Overtime Justification Forms are filled out correctly and sent in at the proper time to the Assistant Director of Schools
- Report custodial absences to the school offices and make sure that the time sheet reflects the same
- Clear all overtime through the Assistant Director of Schools
- When needed, assist the principal or designee in scheduling and distributing work assignments
- Check to see that custodians fulfill their duties properly
- Responsible for following the instructions on notices and memorandums sent to the attention of the Assistant Director of Schools
- Attend all meetings called by the Assistant Director of Schools
- Report problems but do not attempt to perform major mechanical, structural, electrical or plumbing repairs
- Must be able to prepare documentation as requested by the Assistant Director of Schools
- Perform the following custodial duties:
 - Bathrooms -- clean (floors, walls, sinks, commodes, urinals); maintain necessary supplies (toilet tissue, paper towels, and soap); and keep in working order all sinks, commodes, urinals, soap dispensers, toilet tissue holders, and paper towel holders)
 - Trash -- make sure all cans in building are emptied and debris is kept clean from floor, let head custodian know if there's a problem with dumpster not being emptied
 - Sweep, vacuum, and mop floors in all areas of the school building (making sure required signage is in place before leaving area)
 - Windows -- keep clean throughout building
 - Mowing, weed eating -- keep grass at reasonable height around the building and keep trash & debris picked up
 - Kitchen (dish room) -- wash & dry trays, assist with stock brought in, clean cafeteria
 - All walls throughout building clean and free of markings that are not required to be there
- Perform other duties as assigned by the Principal or Assistant Director/Director of Schools