



## HEAD CUSTODIAN

### Qualifications:

1. The ability to read and write at a level necessary for all job functions.
2. Stamina to perform all essential and major custodial duties.
3. Ability to understand and carry out oral and written instructions with a minimum of supervision as well as provide oral and written directions to subordinates.
4. Supervisor/management experience preferred.
5. Must have or be willing to acquire a Black Seal License.
6. Must be able to lift, carry, and pull a weight of 80 lbs.
7. Such other alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**Reports to:** Director of Facilities and Building Principal

Incumbent receives specific supervision and general work-load assignment from the Director of Facilities or his or her immediate staff. The Director shall provide general guidance and supervision in accordance with the needs and goals of the building and the school district in general. Additional assignments, tasking, and working conditions may appropriately be provided by the Building Principal.

**Job Goal:** Oversee all those work functions required for the cleanliness and the operational order of the buildings.

### Essential Duties and Responsibilities in Addition to the Custodial Job Description:

1. Supervise and coordinate the efforts of subordinate custodial personnel.
2. Provide training for new custodial personnel.
3. Assist with inventory needed for buildings.
4. Secure and maintain buildings at night.
5. Assist with coordinator of jobs for custodians.
6. Check cleaning and coordinate custodians during nighttime events.
7. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

**Terms of Employment:** 12-Month Position (Just 1<sup>st</sup> through June 30<sup>th</sup>)

**Salary:** Stipend Position

**Evaluation:** Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Adopted: July 16, 2013**  
**Amended: November 19, 2013**  
**Amended: March 27, 2018**  
**Amended: September 18, 2018**  
**Amended: December 18, 2018**

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