



JOB DESCRIPTION
Head Custodian

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The Head Custodian, under the direct supervision of the campus principal or his/her designee, coordinates the routine cleaning and maintenance procedures necessary to maintain a high standard of safety, security, cleanliness, and efficiency of the building operations and grounds, and monitors the performance and deficiencies of custodial staff.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Two years experience in custodial services
- Some prior supervisory experience preferred

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of plant operations, cleaning methods and procedures, minor repairs, security, heating and ventilation, and grounds maintenance
- Ability to read and understand instructions for cleaning, maintenance, and safety procedures
- Ability to operate cleaning equipment and lift heavy equipment
- Ability to properly handle cleaning supplies

DUTIES AND RESPONSIBILITIES:

1. Works closely with custodial staff to train them in the proper use of materials and equipment.
2. Establishes procedures for locking, checking, and safe guarding facilities.
3. Oversees, when requested, the physical arrangements for school rental, dances and other extracurricular activities.
4. Upon request of the administration, proposes shift schedules and informs the administration when replacement or extra help is required.
5. Keeps the principal and designee informed of defective or unsafe plant conditions.
6. Makes minor repairs, when requested, within his/her resources and any necessary adjustments to plant equipment and fixtures.
7. Works with school administrators on submission of work orders on maintenance repairs and conducts follow-up to insure timely completions.
8. When requested by the school administration, will develop daily work schedules for campus custodians.
9. Attends custodial in-service when requested.
10. Handles emergencies and performs other assignments directed by the principal or designee.
11. May be required to do some painting.
12. Implements and maintains established cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
13. Keeps school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
14. Complies with local law and procedures for storage and disposal of trash.
15. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate, communicate (verbal and written), interpret procedures, reason, understand verbal instructions, differentiate, read, coordinate, instruct, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), stand, walk, climb, balance, stoop, kneel, crouch, crawl, pull, push, reach, repetitive hand motions, hear, speak, maintain visual acuity, distinguish colors, drive and travel within the district. Must be able to work inside and outside in temperature extremes, low or intense illumination, vibration, work on slippery or uneven surfaces, biological exposure (insects, mold, fungi, bacteria, animals, plants, etc.); Chemical exposure (asbestos, fumes, vapors, gases, dusts, smoke, etc.); sunlight exposure, works with hands in water, works around moving objects or vehicles, works around machinery with moving parts, works alone, may experience unusual fatigue factors, and prolonged or irregular hours during certain times of the year.

SUPERVISORY RESPONSIBILITIES:

Monitors and directs the work of custodians.

EQUIPMENT USED:

Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater.

Elementary School Manual Trades Pay Grade: 5
Salary Range: \$11.00 min./ \$13.75 mid./ \$16.50 max.
Days: 260
Wage/Hour Status: Nonexempt
Updated: July 22, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.