

BROOKFIELD PUBLIC SCHOOLS
JOB DESCRIPTION

4.16
January 1983

HEAD CUSTODIAN

GENERAL STATEMENT OF DUTIES

To be responsible for the overall care, cleaning and maintenance of the school building to which he/she is assigned.

SUPERVISION RECEIVED

Reports to and is directly responsible to building administrator and Supervisor of Buildings and Grounds.

SUPERVISION EXERCISED

Supervises the Custodial Staff of the school.

JOB GOAL

To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

(List is not all inclusive)

1. Is responsible for the training and schedule maintenance of custodial staff members.
2. Plans and supervises the general maintenance and repair work of the school facility, maintaining a high standard of safety, cleanliness, and efficiency.
3. Maintains a weekly record of custodial employee attendance; records reasons for absences, names of substitutes (if any) and hours worked and forwards weekly report to school office.
4. Maintains an inventory and recommends purchase of suitable supplies tools and equipment.
5. Evaluates the performance of the custodial staff on a regular basis.
6. Works in cooperation with the building administrator and other staff members to ensure and promote the safety, health, and comfort of the students and employees.
7. Maintains and ensures ongoing maintenance of building and equipment at all times.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

1. High school diploma or equivalent.
2. Five years' experience as a school custodian, or the equivalent.
3. Demonstrates knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, and grounds maintenance.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

TERMS OF EMPLOYMENT

As established by the agreement between the Board of Education and the Brookfield Custodians' Association.