



# Custodian, Head

**Reports to:** Principal or Plant Engineer

**Structure/Grade:** Unified 108

**Division:** School-Based

**Workdays:** 246 Days

## Position Summary

Ensure the cleanliness, safety, and functionality of educational facilities by performing cleaning and minor maintenance tasks. Perform work autonomously with limited supervision as an experienced individual contributor.

## Essential Job Duties

- Oversee the work of custodial staff, creating work schedules, and monitoring the cleanliness and upkeep of the facility.
- Perform various custodial and maintenance duties, including cleaning, landscaping, stripping and waxing floors, replacing ceiling lights/tiles, making minor repairs to building equipment, and securing the building.
- Conduct regular inspections of the premises to ensure safety, and security compliance with health regulations; respond promptly to maintenance requests.
- Order and maintain inventory of cleaning supplies, materials, and equipment; ensure proper use and maintenance of equipment; make requisitions as necessary for facility maintenance.
- Set up areas for events as directed; assist with moving furniture as required for various activities within the facility.
- Maintain outdoor areas through groundskeeping tasks such as landscaping and trash removal; remain on-site for special activities as required.
- Maintain all necessary records, preparing reports and conducting formal and informal inspections of building grounds.
- Anticipate tasks based on defined processes and timelines.
- May recommend process improvements that contribute to the efficiency of the custodial operations within the organization's framework.
- Perform additional duties as assigned.

## Qualifications

- High school diploma with 6 - 10 years of relevant experience required
- Experience as a head custodian or in a supervisory role is preferred.

## Knowledge, Skills, and Abilities

- Knowledge of cleaning and facilities maintenance procedures
- Knowledge of the care and use of industrial heating, cooling, plumbing, and electrical tools and equipment
- Knowledge of relevant occupational hazards and safety precautions
- Knowledge of systems, equipment, and materials related to building maintenance and custodial services
- Knowledge of chemical mixing protocols
- Knowledge of the ability to use various types of cleaning and floor maintenance equipment, including the ability to strip and wax floors
- Ability to determine suitable methods and procedures for new assignments
- Ability to collaborate and communicate effectively with others



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- Basic math skills
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to maintain a proactive approach to problem-solving
- Ability to interpret and work from schematic diagrams and drawings.
- Ability to plan and supervise the work of others
- Ability to train others

## Physical Demands and Work Environment

- Constantly operates tools and equipment that can pose a hazard.
- Constantly uses fine motor skills to complete tasks.
- Constantly observes details at close range.
- Frequently required to move about facilities to complete required tasks.
- Frequently required to exchange accurate information.
- Frequently moves boxes, products and equipment weighing up to 50 pounds.
- Constantly exposed to mechanical oils, caustic chemicals and mechanical oils.
- Frequently exposed to moving mechanical parts.
- Occasionally exposed to loud noise levels.

## Supervisory Responsibility

- Serves as a role model and problem solver for team members.
- May provide guidance to the team on routine activities.

**Disclaimer:** Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_