

FAYETTE COUNTY PUBLIC SCHOOLS

Head Custodian Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Assigned location	FLSA STATUS:	Non-Exempt
REPORTS TO:	Principal and/or designated school-based administrators	WORK CALENDAR:	240 Days 8 Hr/Day
SALARY SCHEDULE:	Classified Salary Schedule	APPROVED (Board):	November 2004
PAY GRADE:	3780 - Elementary School, LEC and LIFE Academy; 3880 - Middle School; 3980 - High School	REVISED:	November 2024; September 2023; September 2022; June 2022; December 2021; May 2021; February 2018

SUMMARY: Provide supervision, guidance and training for custodians at school/building and perform required duties to maintain clean, sanitary, attractive, safe and orderly environment

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance; report absences and tardiness in a timely manner to the head custodian or other supervisor as assigned
2. Maintain an appropriate appearance as determined by the principal or other supervisor as assigned
3. Organize the workload of custodial employees and supervise custodians assigned to the building under the direction of the principal or other supervisor as assigned
4. Serve as a working supervisor and perform work necessary to maintain the building and grounds in a clean, orderly and secure condition
5. Implement the instructions of the building principal and the maintenance supervisor
6. Train custodial staff on proper use of supplies and equipment
7. Assist with the cleaning and disinfection of drinking fountains and restroom facilities
8. Make minor repairs to custodial equipment
9. Coordinate the responsibility for the daily opening and closing of facility. Lock and unlock doors as appropriate; turn lights on and off as needed; maintain security according to established guidelines; set alarms as appropriate
10. Assist with moving and arranging furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events
11. Report need for maintenance and building repairs to appropriate authority
12. Inspect work performed by building custodians
13. Examine facilities on a regular basis for purposes of preventive maintenance.
14. Keep custodial storage areas clean, organized and decluttered
15. Order custodial supplies and maintain an adequate inventory of supplies
16. Complete and maintain all required paperwork
17. Document problems and performance issues and collaborate with principal on evaluations of custodial staff
18. Coordinate and assist with the thorough cleaning and restoration of campus facilities during summer and other vacation periods
19. Ability to be present at the physical worksite
20. Must be able to properly and consistently supervise students, particularly during emergency situations

21. Perform other duties as assigned and allowable by intended program
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REQUIRED QUALIFICATIONS:

High school diploma or state approved high school equivalent

Five years' experience in custodial work or equivalent relevant experience

Hold a valid Georgia Motor Vehicle Operator's License

General knowledge of computer usage; ability to use email, internet and word processing

Excellent communication skills

PHYSICAL DEMANDS:

Heavy work with routine physical activities that are required to fulfill job responsibilities; ability to exerting up to 100 pounds of force occasionally, and/or up to 50 pounds frequently, and/or up to 20 pounds of force constantly to move objects. Prolonged periods of standing and walking. Frequent bending, lifting, stooping, kneeling, crouching and climbing ladders. Ability to lift up to 50 pounds; extend hands and arms in any direction; push and pull objects; execute substantial movements/motions of the wrists, hands and/or fingers; use of all senses and tolerate a work environment which includes extreme temperatures. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Supervisory experience

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.