

## **JOB DESCRIPTION**

**POSITION:** HEAD CUSTODIAN

**QUALIFICATIONS:** Ability to read and understand basic operating instructions.  
Demonstrate aptitude for successful completion of the assigned task.

**JOB GOAL:** To provide leadership and assistance in the cleanliness and maintenance of the physical facility that will provide for clean and habitable environment.

Reports to: Building Principal and Supervisor of Custodial Services

### **PERFORMANCE RESPONSIBILITIES:**

- Provide leadership and training for all custodial staff. Work with contracted custodial staff and managers, if applicable, to ensure they are providing a safe, clean and habitable environment.
- Work with principal and other responsible officials with planning for and carrying out special set-up requirements. Give work direction to assist custodians or volunteers.
- Prepare and complete cleaning schedule for the areas assigned within the frequency requirements provided.
- Assist in cleaning areas as needed. Lift and move furniture, cartons, boxes and buckets weighing in excess of 50 pounds with or without accommodation. Assist in loading and unloading of delivery vehicles. Perform minor repairs and PM functions. Escort visitors and vendors through building as necessary.
- Regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.
- Possess a basic understanding of the chemicals and processes used in the cleaning process.
- Routinely inspect all areas of the building for possible safety hazards and report to the building principal. Guard against fire, theft and illegal entry.
- Observe cleaning and maintenance needs or requirements for the areas assigned and report these to building principal or Supervisor of Custodial Services.
- On non-school days, inspect the safe, efficient and proper operation of all equipment and systems. This includes securing windows and entryways. Visually inspect the entire building every day to ensure cleanliness.
- The head custodian is responsible for monitoring the custodian's work performance. Report performance problems or deficiencies by contracted custodial workers to Supervisor of Custodial Services.
- Able to handle emergencies and emergency repairs.
- Complete reports as required in a timely manner, such as Weekly HVAC Recap and Monthly Safe Facilities Inspection Report.
- Other duties as assigned.

**PERSONAL AND PROFESSIONAL RESPONSIBILITIES:**

- Nurture a positive relationship with super-ordinates, subordinates, and peers.
- Demonstrate respect for super-ordinates, subordinates, and peers.
- Support corporation decisions and direction relative to matters of policy and administrative directives. Work as a team player.
- Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
- Address concerns and offer suggestions in an appropriate and confidential manner.