

SUPPORT STAFF POSITION

TITLE: Reporting Head Custodian

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Black Seal low pressure Boiler's License for low pressure steam heating and ventilating equipment.
3. Valid Driver's License
4. Knowledge of occupational hazards and necessary safety precautions involved in custodial work
5. Ability to plan, assign, and supervise a staff of subordinate custodial personnel
6. Ability to establish and maintain effective working relationships with custodial employees, faculty, students, and general public
7. Ability to maintain routine records and prepare reports
8. Physical strength sufficient to perform assigned tasks

REPORTS TO: Building Principal and/or Supervisor of Maintenance of Elementary and Secondary

FUNCTION: To be responsible for the overall cleanliness of the building, grounds, and any related facility and to be responsible for minor items of repair.

RESPONSIBILITIES AND DUTIES:

1. To plan, assign, supervise, and participate in cleaning and maintaining the building and related facility.
2. To instruct the custodial staff in building maintenance standards and procedures.
3. To supervise and participate in cleaning, sweeping, mopping, scrubbing, and waxing floors, stairways, and corridors.
4. To supervise and participate in dusting and cleaning furniture, equipment, fixtures, window sills, railings, chalkboards.
5. To supervise and participate in polishing all metals and gathering and disposal of all wastepaper and trash.

**RESPONSIBILITIES AND
DUTIES: continued**

6. To supervise and participate in moving and arranging furniture, receiving all supplies, and transporting and distributing those supplies as directed.
7. To supervise and participate in the shoveling of snow, cutting of grass, and watering lawns.
8. To open and close the building including weekends, check all doors, window, and offices for security reasons; inspect buildings and grounds for vandalism, fire, safety hazards, and unsanitary conditions on a daily basis.
9. To requisition custodial supplies, prepare periodic reports,, and maintain personnel time records.
10. To consult with instructional staff with regard to any special custodial service needs.
11. To insure that all storage areas are always free from dust, dirt, and the accumulation of waste material and trash.
12. To supervise the operation of the low pressure heating and boiler.
13. To supervise and participate in the cleaning and reconditioning of the heating boiler on the off season.
14. Supervise custodians and inspect the work of custodial staff.

The list of responsibilities and duties above does not constitute an exclusive listing of functions but merely sets forth by way of guidance some of the duties of the position.

TERMS OF EMPLOYMENT: Board appoints upon recommendation of the Superintendent. Boards sets initial salary as per the Maintenance and Custodial Agreement. Twelve months.

EVALUATION: Performance of this job will be evaluated annually in the employee's summative evaluation in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.