

**Job Title:** Middle School Head Custodian (Custodian 5, 6, 7 or 8)

**Department:** Custodial Services

**Accountability:** Reports to Campus Administrators(s)

**Job Summary:**

The primary job of the Middle School Head Custodian is to assist the custodial staff of a building in providing a clean, safe and sanitary environment for the students and staff. Perform a variety of tasks in custodial services for the building or campus that may include, but not be limited to training, budgeting, ordering, inventory, providing equipment and supplies, interviewing potential custodial employees and supervising custodial staff.

**Duties and Responsibilities:**

1. Supervise, direct, instruct and train custodial personnel in routine and non-routine duties, with special emphasis on safety procedures
2. Analyze and allocate workload equitably and provide clear instructions regarding operations and duties
3. Prepare building for day by:
  - Turn off alarm
  - Safety check boiler
  - Test fire alarms
  - Turn on needed lights
  - Turn off night lights
  - Unlock doors
  - Turn on water for urinals
  - Check the building for vandalism
  - Raise flag except during inclement weather
4. Perform daily duties which may include, but not limited to:
  - Sweep halls
  - Maintain restrooms
  - Mop and/or spot mop
  - Setting-up and clean-up breakfast and lunch
  - Clean drinking fountains
  - Clean assigned rooms
  - Maintain boiler, heating and air system and custodial room
  - Clean gym, locker room and auditorium
5. Schedule the following weekly or non-routine duties as needed:
  - Cleaning chalkboards and erasers
  - Washing walls, lockers and furniture
  - Mop and/or buff halls and room floors
  - Strip, seal and wax floors
  - Clean all windows

- Clean door glass and any other glass in the building
  - Replace lights as needed
  - Dust any furniture, woodwork, moldings, lockers, etc. as needed
  - Snow Removal
  - Summer cleaning schedule
  - Check fire extinguishers
  - Carpet spotting
  - Receive and distribute supplies from truck
6. Prepare and maintain annual budget for custodial equipment and supplies.
  7. Consult with administrator relating to school activities and community use of building and arrange needed services
  8. Provide positive and consistent leadership for employees
  9. Respond to office and staff requests (including set-up of TV, VCR, audio systems, etc.)
  10. Input building maintenance needs into the work order system, work with maintenance personnel as needed and maintain adequate records
  11. Inspect building(s) to insure quality services and discuss results with nightlead and other custodians as needed
  12. Assist employees with their Employee Performance Appraisal as requested
  13. Maintain employee work schedules, vacation schedules, overtime, absence reports, time cards, etc. for payroll purposes
  14. Perform energy management functions as required
  15. Respond to emergencies in an appropriate manner
  16. Maintain vending machines as needed
  17. Maintain recycling program if required
  18. Assist in cafeteria during lunch if requested
  19. Assist with supervision of students if requested
  20. Perform other duties as necessary or as requested by building administration

**Skills and Educational Requirements:**

Ability to communicate effectively both verbal and written. Knowledge of asbestos information. Knowledge of boiler and mechanical operations. Knowledge of procedures for hazardous materials and bio-hazardous materials. Completion of Custodial Master certificate. High school diploma or GED required.

**Interrelations:**

Contact with all levels of building personnel and district personnel, students, parents, rental groups, custodial vendors and the community.

**Working Conditions:**

Occasional travel. Must meet the required level on the Physical Capacity Profile (PCP), which will require you to be able to climb stairs and/or ladders, exerting 50-100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly, have the ability to squat, bend, stoop, reach, push and pull. Attendance at required meetings. Overtime may be required.

**Needed Attributes:**

Exhibit a professional manner. Ability to work in a calm and efficient manner. Ability to organize. Ability to understand all phases of the job. Ability to be a team player.