



"Committed to academic and personal excellence!"

Position: Head Custodian

Qualifications:

- 1. Education Level:** A minimum of a high school diploma, its equivalent, or demonstrated proficiency through previous job experience and/or training in related performance responsibilities listed below.
- 2. Certification:** None required
- 3. Experience Desired:** None required
- 4. Other Requirements:** The ability to lift fifty (50) pounds is an essential job requirement. Able to read and interpret basic cleaning supplies directions and/or instructions. Capable of physical exertion to manually lift, push, pull, bend and carry heavy objects and materials. May include working occasional weekends to assist with District events. Must successfully pass a background check that is satisfactory to the Board of Education.

General Summary: The School Custodian is responsible for maintaining a clean, safe, and welcoming environment within the school facilities. This role includes performing routine cleaning tasks, such as sweeping, mopping, and sanitizing classrooms, restrooms, and common areas, as well as handling waste disposal and managing supplies. The custodian ensures that all areas meet health and safety standards and assists with minor maintenance tasks as needed. A commitment to promoting a positive and conducive learning atmosphere is essential, along with strong attention to detail and the ability to work independently or as part of a team. This position plays a vital role in supporting the overall well-being of students, staff, and visitors.

Performance Responsibilities:

1. Properly clean and maintain all areas of buildings and grounds, keeping an attractive campus
2. Properly operate and maintain building equipment in a timely manner
3. Replaces belts and other minor parts as needed
4. Uses chemicals as recommended by manufacturer
5. Maintains proper labeling of chemicals and stores them in a secure area as recommended by manufacturer
6. Keeps all custodial closets stocked with appropriate amount of inventory and keeps items stored in a neat and orderly way
7. Demonstrates knowledge of proper body fluid cleanup techniques
8. Wears safety equipment when necessary
9. Demonstrates knowledge of general repair techniques and knowledge of minor electrical skills
10. Knows where all utility shut offs and fire extinguishers are located

11. Sets an example for professional behavior providing appropriate supervision of custodians under his/her direction
12. Schedules step for building activities in an effective and efficient manner
13. Closes and locks all doors and windows at appropriate times
14. Follows guideline and reports security problems
15. Observes and reports any persons in the building or on the grounds who are of a suspicious nature
16. Demonstrates knowledge of procedures to follow in an earthquake, fire, tornado or intruder situation
17. Maintains confidential nature of all school-related matters
18. Other duties assigned by Superintendent or designee

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so employed. Responsibilities and duties assigned are at the discretion of the superintendent and direct supervisors.

Type of Position: Classified (nonexempt)

Reports to: Building Principal & Director of Facilities, Custodial & Maintenance

Evaluated by: Building Principal & Director of Facilities, Custodial & Maintenance

Term of Service: 238 Days

The District is committed to providing equal opportunity in all areas of recruiting, hiring, employment, retention, and promotion. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District is an equal opportunity employer.

Employee Signature