**Head Custodian**

Reports to – Director of Maintenance/Building Principal

Terms of Employment -227 days per year

Coordinates and performs custodial and maintenance duties to protect and preserve the school building, grounds, equipment and furnishings. Provides instruction and monitors assigned staff. Keeps the building principal and supervisor of maintenance informed about maintenance concerns and emerging issues.

**PERFORMANCE RESPONSIBILITIES**

1. Cleans offices, classrooms, restrooms, corridors, windows, and walls as required by assignment.
2. Supervises assigned staff, schedules substitutes as needed; coordinates schedules in collaboration with Director of Maintenance.
3. Upholds board policies and follows administrative procedures
4. Takes initiative to perform routine tasks independently
5. Monitors building conditions during working hours. Recognizes when problems may be developing and immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.
6. Coordinates preparation and clean-up activities for building events
7. Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed
8. Monitors inventories and reorders supplies to maintain reliable service levels
9. Complies with safety regulations and environmental laws. Ensures that custodial supplies are labeled and stored safely
10. Works as an effective leader; demonstrates professionalism and contributes to a positive work environment

**PHYSICAL DEMANDS**

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.

2. Ability to perform basic commercial cleaning (housekeeping) tasks in schools and office buildings

3. Ability to use/operate commercial cleaning equipment

4. Custodial and/or building maintenance experience

5. Available to respond to building and/or service emergencies

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee