

## HEAD CUSTODIAN

### Qualifications:

1. Good health and physically capable of performing assigned tasks
2. At least 18 years of age
3. Able to get along with children, teachers and supervisory personnel
4. Previous custodial experience beneficial
5. Skills in use of hand tools to make minor repairs
6. Dependable
7. Ability to supervise other custodial employees

### Stipend Responsibilities:

1. Substitutes: shows work routine, area in which work should be done, proper chemical use.
2. Crews: oversees the cleaning staff and operation in the building
3. Supplies: orders needed cleaning supplies for the building
4. Maintenance: does minor maintenance repair as needed (i.e. furniture, pencil sharpeners, floor tile replacement. etc.)
5. Emergencies: reports to building for emergencies when called by building, district, or emergency personnel (i.e. windows, doors left open). Phone number provided to designated district and emergency personnel.
6. Calamity days: checks on building during breaks, calamity days and ensures that all outside walks are cleared, heating systems and piping are checked, and the building is safe and secure.
7. Plans and organizes the work to be accomplished when students are not in building during spring and Christmas breaks.
8. Reports to the building principal and director of buildings and grounds
  - a. The building principal is the individual directly responsible for the overall operation of your building. Therefore, it is better that problems are handled and kept within the building without any interference from others.
  - b. The director of buildings and grounds will provide assistance when requested by the building principal.
9. Performs other duties as assigned by the building principal and/or director of buildings and grounds.

## HEAD CUSTODIAN cont.

### **General Responsibilities:**

1. Provides a clean, healthful, and safe environment for student and staff

Assigned areas daily duties includes but not limited to:

- Keeps walks and steps free of snow, ice, and debris  
(this is #1 priority)
- Sweeping
- Dusting
- Mopping
- Cleaning lavatories, toilets, urinals, and stalls
- Cleaning rugs and carpets
- Washing windows and walls
- Washing furniture and polishing
- Buffing floors
- Checks on boilers/heating systems
- Changing light bulbs/tubes
- Cleaning fountains
- Lunch room set up/tear down
- Lunch room monitoring-tables/spills, etc.
- Security-doors shut/locked
- General maintenance
- Keeps grounds clean
- Keeps dispensers filled
- Patrols building for problems/cleanliness, etc.
- Reports maintenance problems to office/dir. buildings and grounds
- Performs other duties as assigned by the building principal/and or  
director of buildings and grounds

### **Time Requirements:**

1. Works 260 days, 11 paid holidays, 8 hours daily

### **Evaluation:**

1. Yearly by the building principal and/or director of buildings and grounds