

Job Description, Head Custodian

AR-4240.1

The head custodian will be assigned, supervised, and evaluated by the superintendent of schools. His or her duties shall include, but not be limited to, the following:

- I. Assisting in performing all cleaning and maintenance activities of those building custodians under his or her supervision.
- II. Direct and assist operational personnel assigned as building custodians in maintaining their facilities.
- III. Working with building principals in the training of new building custodians and for the up-grading of their custodial and maintenance competencies.
- IV. Working with building principals in the evaluation of custodians.
- V. Developing well balanced work schedules and maintaining and submitting time reports.
- VI. Developing budget, recommending items for bids or purchase, and maintaining adequate supplies to deliver to buildings upon request.
- VII. Making periodic inspection of all facilities to see that they are kept clean, in a high state of repair, and that all chemicals and supplies are safely and properly stored.
- VIII. Working with building custodians to recommend to the building principal changes or remodeling that may be necessary.
- IX. Recommending or providing the necessary safeguards to prevent loss of district property through theft of pilferage.
- X. Working with building personnel in developing and conducting safety drills.
- XI. This position will require the individual to work in extreme climatic or temperature conditions. Frequent work outside during inclement weather may be necessary.
- XII. This position will require the individual to attend some evening activities, both in the building and at athletic events. Some overtime hours may be necessary.

AR-4240.1, Con't.

XIII. Establishes and recommends priorities on repair projects.

XIV. Estimates cost of repair projects in terms of labor, material, and overhead.

XV. Maintains such personnel and other records as are required.

XVI. Advises on the hiring of contractors to perform certain maintenance or repair services.

XVII. Minimum physical requirements for the position:

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing			X	
Walking			X	
Sitting		X		
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing		X		
Driving		X		
Lifting 50# Max.		X		
Carrying 30 ft.		X		
Manual Dexterity Tasks ¹			X	

¹ Operate electrical equipment necessary to maintain buildings and grounds. Knowledge of computer helpful.

XVIII. Performing other tasks and duties as assigned.

AR-4240.1, Con't.

XIX. Minimum educational preparation requirements and experience.

A. High School Diploma, with previous successful custodial experience. Preference will be given to individuals with 2-year Associate degree in building maintenance and upkeep of grounds, or equivalent.

B. Should possess leadership, communications, and organization skills.

XX. This position may result in exposure to solvents, dust, hot surfaces, water pressure, steam, and drafts.

XXI. Requires operating power equipment.

Reports to: Superintendent

Supervises: Building Custodians

Evaluation: This position is evaluated by the superintendent.

Terms of Employment: This is an at will employment position.