

## **Head Custodian** – Job Description

Reports To: Principal/Assistant Principal

### Qualifications:

1. No minimum educational requirements.
2. Demonstrated ability to supervise and lead people.
3. Basic knowledge of reading and mathematics.
4. Ability to operate scrubbers, buffers, carpet cleaners, and other cleaning related machinery and tools, and ability to perform minor repairs on equipment.

### Duties:

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job they provide the school system.
3. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
4. Assign workload to custodial staff and supervise work.
5. Assist in the recruitment and evaluation of custodial staff.
6. Maintain inventory of supplies.
7. Report necessary repairs to equipment and building.
8. Unlock and secure building daily.
9. Operate scrubbers, buffers, carpet extractors, wet vacuum, and vacuum cleaner and do minor repairs.
10. Oversee proper usage of equipment and chemicals.
11. Attend approved training sessions, professional learning activities, and required meetings.
12. Perform other duties as assigned by supervisor.