

**MSAD #28  
JOB DESCRIPTION**

**HEAD CUSTODIAN**

**QUALIFICATIONS:**

1. High School Diploma or Equivalent
2. Demonstrated aptitude or competence for assigned responsibilities
3. Ability to interact appropriately with students, staff and community

**DESIRED QUALIFICATIONS:**

1. Previous experience in a supervisory capacity
2. Knowledge of OSHA safety requirements

**REPORTS TO:** Transportation Director

**SUPERVISES:** Custodial staff in assigned building

**JOB GOAL:** To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn and develop

**PERFORMANCE RESPONSIBILITIES:**

1. Oversees the cleaning and maintenance requirements of the District in assigned building.
2. Maintains Safety Data Sheets (SDS), and Integrated Pest Management (IPM) Log.
3. Responsible for security of the facility during assigned shift.
4. Coordinates substitutes in the event of custodial staff absences and for weekend and holiday shifts and special events as needed.
5. Responsible for monitoring event calendar and assuring timely setup and breakdown.
6. Provides written input to the Operations and Maintenance Director for employee evaluations.
7. Documents employee performance or conduct issues.
8. Communicates special needs and tasks needing completion to the next shift.
9. All performance responsibilities as described in the Custodian Job Description.
10. Monitors supply inventory, prepares orders for processing and verifies delivered quantity.
11. Works cooperatively, respectfully, and in a supportive manner with all co-workers and other staff.
12. Works cooperatively and demonstrates good communication skills with administrative and supervisory personnel and responds appropriately to directions and requests.
13. Performs such other duties and responsibilities as may be assigned by the Operations and Maintenance Director and/or Building Administrator.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of employees, students, and personnel written and oral records
2. Demonstrates a respect for the legal and human rights of students, co-workers, instructors, and other staff
3. Follows health and safety procedures established by the district
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates dependability, integrity, and other ethical standards

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information, and to follow verbal or demonstrated instruction
2. Physical ability to perform all necessary upper and lower body movement
3. Ability to talk, hear, see, speak, correctly perceive
4. Ability to do reaching, eye-hand coordination, stooping, mopping (repetitive motion), vacuuming, climbing ladders and lifting of 50 pounds on a regular basis, occasionally more
5. Ability to use different chemicals (cleaning, stripping wax, floor finish, paints and solvents)

**TERMS OF EMPLOYMENT:** As specified in contract

**EVALUATION:** Performance of this job will be evaluated in accordance with this document and the Operations and Maintenance Director

**History:**

Approved: April 13, 2016

Updated: September 30, 2019