

ROLE DESCRIPTION HEAD CUSTODIAN

TITLE: Head Custodian

QUALIFICATIONS:

1. Must have completed five years of custodian experience in the District, displaying leadership abilities.
2. Head Custodian must be dedicated and have a positive attitude.
3. High School Diploma or equivalent preferred.

REPORTS TO:

Director of Maintenance, Assistant Director of Maintenance

JOB GOAL:

To maintain a quality environment, to promote safety, security, and excellence in standards for the daily operation of an educational facility.

PERFORMANCE RESPONSIBILITIES:

A. ENSURE THE SMOOTH OPERATION OF THE CUSTODIAL STAFF:

1. Assist in training all custodial staff.
2. Check all areas of the building to monitor quality of work performance and to check for any safety issues.
3. Assist custodians dealing with students, staff and the general public.
4. Ensure all custodians are following proper cleaning procedures.
5. Fill in for a custodian if necessary and/or rearrange the areas to obtain full coverage when custodians are absent.
6. Set up areas for evening events. If there is a large setup in the Café or Gym, assign the necessary help.
7. Keep track of equipment, ie; tables, desk movers, microphones. Make sure equipment is in working order.
8. Perform emergency maintenance, ie; turning off water if there is a flood, etc.
9. Check custodial areas after they are cleaned.
10. Complete the last security check, checking every door by walking around the building.
11. Understand and carry out routine oral and written instructions.
12. Keep the Director and Assistant Director informed of any problems or questions.

B. EQUIPMENT OPERATION AND SAFETY/SECURITY:

1. Operate heavy-duty scrubbing, buffing, shampooing, vacuuming, and wet/dry pickup equipment.
2. Perform preventative maintenance on cleaning equipment.
3. Finish floors using strippers, and final finishes.
4. Wear protective equipment when required/requested.
5. Insure building areas are secure.
6. Know proper safety techniques and procedures.
7. Verify doors are locked and lights are off.
8. Report fire hazards and other emergencies.

C. MAINTAIN THE HIGHEST STANDARDS OF PROFESSIONALISM:

1. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrate responsible behavior regarding attendance and work schedule.
3. Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follow the guidelines of confidentiality as established by the school district.
5. Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required.
6. Perform other reasonable duties as requested by the supervisor.

PHYSICAL REQUIREMENTS:

Standing – Frequent
Walking – Frequent
Sitting – Occasional
Driving – Occasional
Lifting – Lift a minimum of 70 lbs.
Bending/stooping – Frequent

TERMS OF EMPLOYMENT:

Per Merrimack Educational Support Staff Master Agreement

EVALUATION:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.