

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – CUSTODIAN IV (HEAD CUSTODIAN)

**Qualifications:** High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test), as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to effectively present information and respond to questions from administrators, staff and the general public.
- Ability to interface effectively with other departments, school personnel, other maintenance staff and business contacts from outside the county.
- Ability to establish and maintain effective working relationships with students, staff and community.
- Ability to perform duties in full compliance with all county requirements and the Board of Education policies.
- Ability to read and comply with labels and safety warnings on cleaning agents and hazardous materials.
- Ability to perform strenuous physical activity related to custodial duties.
- Ability to work under minimal or no supervision; be an effective self-starter.
- Ability to understand and follow both written and oral directions.
- Complete necessary training and in-service as required by the county.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Custodian IV** means a person employed as a head custodian. In addition to providing services as defined in Custodian III duties may include supervising other custodian personnel.

**Immediate Supervisor:** Principal and/or Assistant Principal

**FLSA Status:** Non-Exempt

**Evaluation:** Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Pleasants County Schools Policy 6001.

**Term of Employment:** 261 Days

**Salary:** Pursuant to WV Code §18A-4-8a  
Pleasants County Schools Salary Scale  
Commensurate with Experience and Education Level

### **Expectations / Duties and Responsibilities:**

- Keeps buildings clean and free of refuse, operates the heating and cooling systems, makes minor repairs, paints as needed, and supervises other custodial personnel.
- Performs duties efficiently and productively.

- Assists in fostering a school atmosphere that is positive and conducive to the teaching/learning process.
- Provides leadership in implementing his/her duties.
- Oversees the implementation of the school custodial program.
- Demonstrates a positive attitude and work habits.
- Shows respect for faculty members and students.
- Maintains a good attendance record by not abusing personal leave.
- Keeps work area neat and engages in good safety practices.
- Follows instructions and completes tasks in a timely manner.
- Cares for heating and cooling systems and other equipment/property appropriately.
- Complies with policies and regulations and assists with the implementation of board policies and applicable rules and regulations as may be appropriate.
- Participates in staff development activities and professional growth opportunities in a meaningful manner.
- Provides requested or relevant information to his/her supervisor.
- Maintains a positive relationship with other school personnel, parents, students and community.
- Adheres district and state laws / policies regarding confidentiality.
- Demonstrates knowledge pertaining to minor maintenance and janitorial processes, procedures, and skills.
- Demonstrates knowledge of employee relations and supervisory skills.
- Plans and organizes effectively.
- Schedules and coordinates efficiently.
- Assumes overall responsibility for custodial care and upkeep of grounds under the direction of the Principal.
- Monitors the cleanliness and comfort of the building daily.
- Reports needed repairs to the principal.
- Reports materials waste and facility abuse to the Principal immediately upon observation.
- Oversees the activities performed by the custodial staff.
- Keeps the principal informed regarding custodial program operation.
- Works out a daily and personal schedule of duties with his/her principal to facilitate work.
- Provides substitute custodians a schedule/plan to follow.
- Monitors the proper care of equipment and assigned tools by staff members.
- Requisition janitorial supplies through the principal, and continually monitors the availability of such commodities needed to complete tasks.
- Maintains a current inventory of major equipment and tools.
- Maintains a current inventory of supplies and materials.
- Coordinates the preparation of the building and grounds for approved meetings and other activities outside the instructional day.
- Unlocks and secures the building as directed.
- Sweeps and cleans all assigned classrooms, office(s) and other spaces as needed or directed.
- Cleans windows regularly.
- Mows, trims, waters, and cultivates grass, shrubs, flowers, and other plantings around school buildings, and keeps grounds clean and free of litter.
- Removes snow and ice from designated areas promptly.
- Displays appropriate flags in a proper manner.
- Repairs broken windows and window shades.
- Treats facilities with proper disinfectants and sanitizers as directed.
- Prepares required reports accurately and punctually.
- Adheres to established laws, policies, rules and regulations.

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform

the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb a ladder a minimum of six feet and use repetitive motions. While performing the duties of this job the employee may frequently lift and or move up to 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The temperature in the work environment can range from below freezing when working outdoors to in excess of 90°F when working in the furnace room or kitchen areas or on roof tops. The work surface can be slippery when mopping/ stripping floors or completing snow removal. The noise level in the work environment is moderate to loud (60 -90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

**Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Assistant Principal**

**Amended:** December 6, 2016