

## Head Custodian

**Job Title:** Head Custodian  
**Department:** Maintenance/Custodial  
**Reports to:** Supervisor of Buildings and Grounds, Principal  
**Classification:** Non-exempt  
**Category:** Support Staff

### Summary

The custodial staff is responsible for maintaining a clean, sanitized and attractive learning environment.

### Essential Duties and Responsibilities

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Keep the buildings in a clean, wholesome and healthful condition, free as possible from dust and other noxious substances.
- Responsible for heating apparatus, keeping it clean and in good running condition; keep lighting system and ventilating apparatus in good working order, immediately reporting all breaks, leaks and other defects that cannot be corrected without assistance to head custodian.
- Scrub and clean as required; thoroughly clean building at least once during the year, using materials provided in a careful and prudent manner; keep basins, water closets and toilets in clean, sanitary condition.
- Keep walks on and around school grounds free from snow and ice; make repairs when necessary; keep yard free from paper and other rubbish.
- Be kind and considerate to pupils, courteous to teachers and helpful to principals in helping maintain order in and around school premises.
- See that buildings are closed and locked at night and at other times when school is not in session; permit no one to enter building who is not duly authorized.
- Set up lunchroom and clean up lunchroom each day.
- Apply to the building and ground supervisor for all supplies needed for the school.
- Shall carefully guard the buildings and property from damage by fire or otherwise and shall act as custodian of the buildings and grounds during vacation.
- Shall keep an accurate and up to date list of all tools and supplies issued.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

### Supervisory Duties

None

### Qualifications

- Demonstrate aptitude for successful fulfillment of assigned performance responsibilities.
- Alternatives to the above qualifications as the Board may find appropriate and acceptable.

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### **Skills and Abilities**

#### **Language**

An individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals in English.

Write routine reports and memos.

Respond to requests from staff members.

#### **Computation**

Ability to add, subtract multiply and divide using units of American money, weight, volume and distance.

#### **Reasoning**

An individual who holds this position must have the ability to:

Solve practical problems.

Interpret instructions given orally, or in writing by diagram or form.

#### **Technology**

Minimal use of technology is required including data entry into inventory records.

### **Physical Demands**

*The physical demands described here 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 essential functions.*

While performing these duties, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear. The employee is frequently required to reach, climb, bend, squat, stoop and kneel. The employee continuously uses hand strength to grasp and use tools and climb ladders.

The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. The employees will frequently push or pull items such as desks, tables, bleachers and scrubbing machines.

Specific vision requirements include close and peripheral vision and depth perception.

### **Attendance**

Consistent and regular attendance is an essential function of this position.

### **Conditions and Environment**

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The noise level of the work environment is usually moderate but can occasionally be loud.