

## **Head Custodian**

### *Marshall Public School District Job Description*

**Position Title:** Head Custodian

**Department:** Building and Grounds

**Reports To:** Principal and Director of Buildings and Grounds

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**SUMMARY:** Supervises custodial personnel in the performance of their assigned duties. Cleans and services building areas. Performs a variety of custodial duties to maintain a sanitary, orderly, and attractive condition. Requires the use of mops, buckets, wringers, carts, vacuums, buffers, ladders, dusters, rags, cleaning chemicals, and other items necessary to accomplish the cleaning assignments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Trains custodial staff assigned to his/her building.
- Assists in the selection/hiring of new custodial staff.
- Schedules assignments for custodial staff in the performance of their normal duties and after school activities.
- Monitors the time records of custodial staff assigned to his/her building.
- Evaluates the performance of the custodial staff on a regular basis, handles minor problems and reports major problems to the Principal and Director of Buildings and Grounds.
- Maintains an inventory of supplies, tools, equipment and submits request for replacements
- Perform maintenance on equipment within the capabilities of the custodial staff which shall include but not limited to inspecting fire extinguishers, emergency lights and exit signs; oiling of motors; repair of toilets, urinals, chairs, desks, doors; replacing of light bulbs; cleaning of vents and ceiling tiles, ect.
- The employee must be able to follow established procedures and schedules for cleaning of the campus.
- Provide custodial services to offices, labs, classrooms, gyms, public areas, service areas, restrooms, utility rooms, hallways, stairwells, storerooms, and other areas as necessary.
- Will be required to clean walls, floors, ceilings, windows, toilets, urinals, tubs, showers, sinks, beds, elevators, furniture, trash cans, doors, vents, pictures, baseboards, light fixtures, water fountains, televisions, bookcases, tables, desks, cabinets, drapes, telephones, custodial equipment or other items as necessary.
- Will be required to dust mop, damp mop, wet mop, high dust, buff floors, vacuum, collect trash, spot clean or replenish supplies, in order to accomplish the cleaning responsibilities inherent with this position.
- May be required to shampoo carpets, strip and refinish floors.

- May be required to move furniture or equipment, arrange rooms, or set-up rooms for meetings.
- May be assigned to Snow Removal.
- Must become familiar with campus and departmental safety, security and Material Safety Data Sheets (MSDS).
- Must become familiar with and demonstrate an understanding of departmental, district, and Board Of Education Policies.

**SUPERVISORY RESPONSIBILITIES:** Supervises assigned custodial and temporary summer staff. Must acquire the ability to determine whether cleaning, dusting, polishing and other assignments are performed correctly. Be able to distinguish the relationship between quality and quantity of work performed.

**SPECIAL REQUIREMENTS:** Must pass CPR and Defibrillator training provided by the school. The employee should be conscientious, dependable, prompt, be in good health, able to lift a minimum of 50 lbs and have good personal hygiene. Standing, bending, squatting, reaching, stooping, pulling, and pushing will be required. Cleaning of blood, human waste and other offensive items and odors are occasionally required.

**EDUCATION and/or EXPERIENCE:** High School Graduate or equivalent, three years experience preferred, Institutional experience is desirable.

**EVALUATION:** Performance of this job will be evaluated in accordance with the Board Of Education Policy.

**TERMS OF EMPLOYMENT:** Twelve - Month employee salary to be determined by the Board of Education. Paid holidays and vacation as set by the Board of Education Policy GDBDA available on line at the Marshall Public Schools web page.

