



## Head Custodian Job Description

---

**Job Title:** Head Custodian  
**Reports to:** Principal/Director of Facility Services  
**Dept./School:** Facility Services/Campus as assigned

### **Primary Purpose:**

Supervise the campus custodial operations. Establish and follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

### **Qualifications:**

#### **Education/Certification:**

None specified

#### **Special Knowledge/Skills:**

Ability to read and understand instructions for cleaning, maintenance, and safety procedures  
Knowledge of minor repair techniques and building and grounds maintenance  
Ability to operate cleaning equipment and lift heavy equipment  
Ability to properly handle cleaning supplies

#### **Experience:**

Two years experience in custodial services

### **Major Responsibilities and Duties:**

#### **Custodial Management**

1. Direct and monitor the work of custodians at assigned campus.
2. Provide training for custodians.
3. Direct and assist in setting up facilities for special events.

#### **Cleaning**

4. Implement and maintain established cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
5. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
6. Comply with local laws and procedures for storage and disposal of trash.



## **Head Custodian Job Description**

---

7. Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.

### **Maintenance and Repair**

8. Assist with lunchroom set up, including arranging tables and chairs.
9. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
10. Make minor building repairs as needed and report major repair needs to principal and maintenance department.
11. Move furniture or equipment within building as directed by principal.

### **Safety**

12. Assume responsibility for opening and closing building each school day.
13. Oversee procedures for locking, checking, and safeguarding facilities.
14. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
15. Inspect machines and equipment for safety and efficiency.
16. Operate tools and equipment according to established safety procedures.
17. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
18. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

### **Other Duties as Assigned**

19. Other duties could include working in other areas of the maintenance department to provide support during absences or shortage of staff in other trades or to perform duties associated with light construction projects.
20. Requires flexibility and understanding that all maintenance staff may be required to perform duties outside their normal area of expertise to meet the mission and goals of the Facility Services Department.



## Head Custodian Job Description

---

### Supervisory Responsibilities:

Monitor and direct the work of custodians.

### Equipment Used:

Buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, lawn mower, edger, and weed eater.

### Working Conditions:

#### **Mental Demands/Physical Demands/Environmental Factors:**

Strenuous walking, standing, climbing, and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials.

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_