

**Head Custodian**

**Primary Function**

To provide a clean and safe learning environment while maintaining high stands of safety, cleanliness and efficiency.

**Organizational Relationships**

Reports to the Building Principal and Director of Operations and Maintenance.

**Qualifications**

- Graduation from high school, technical school, or comparable experience.
- Working knowledge of the methods, tools, mechanical equipment and techniques used in custodial work.
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Ability to operate various types of power and hand machinery and tools.
- Ability to physically move about the building including up and down stairs.
- Must be able to lift 75lbs or more without assistance and 100 lbs or more with assistance.
- Ability to understand and effectively carry out oral and written instructions in English.
- Ability to perform assigned daily duties with a minimum of direction.
- Ability to establish and maintain effective public, student and co-worker relationships.

**Performance Responsibilities**

1. Maintains building and premises neat and clean at all times.
2. Regulates HVAC systems for seasonal conditions and to ensure economical usage of utilities.
3. Ensures that door and window systems are functioning properly.
4. Maintains schedule of all motor and other mechanical equipment for service.
5. Maintains building systems repair log.
6. Shovels, plows and sands sidewalks as appropriate.
7. Cleans corridors during the day daily.
8. Organizes tasks for A.M. and P.M. custodians.
9. Certifies time cards of building custodians.
10. Arranges for substitute coverage of custodians.
11. Maintains overtime log.
12. Cleans chalkboards at least once per week or more often if requested.
13. Reports damage of school property immediately upon being known.
14. Complies with local ordinances for storage and disposal of trash and waste.
15. Maintains grounds free from rubbish.
16. Remains on school premises during assigned shift.
17. Performs other related duties as assigned by the Building Principal and/or Director of Operations and Maintenance.

**Terms of Employment**

260 work days. Salary and work year established by the Board of Education and Support Council Agreement.

**Evaluation**

Performance of this job will be evaluated in accordance with the Support Council Agreement.