Updated 3/25/19

**Title:** **Head Custodian**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: 40 hours per week at hourly wage

Typical Work Week: M-W-F 3:00 p.m. -11:00 p.m. T-Th 1:45-9:45 p.m., during the summer M-F 7:00-3:00 (30 minute duty free lunch). Holiday, vacation, and leaves determined by Board Policy 5:330 for 12-month support staff.

Job Tasks/Responsibilities:

Collaborative Relationships:

* Interact positively and professionally with all District stakeholders
* Work collaboratively and closely with Director of Facilities
* Problem solve and handle conflict in a professional manner
* Assist with local agencies (fire, police, and emergency personnel)

Coordinate, Report, and/or Oversee:

* Coordinate entire daily, weekly, monthly, and seasonal cleaning plans for the District (recycling, garbage, cleaning of furniture and equipment, classrooms, restrooms, gymnasiums, offices, walls, blinds, windows, floors, etc.)
* Develop, coordinate, and oversee a master floor cleaning program (wash, scrub, strip, wax, and seal)
* Report weekly progress to Director of Facilities
* Coordinate and prepare setup and takedown of indoor activities
* Coordinate, purchase, organize, inventory, and budget for cleaning supplies and equipment, and restroom supplies
* Report to Director of Facilities to provide input about overall job performance of all Custodians
* Coordinate and organize storage areas of cleaning equipment and supplies

Tasks:

* Work associated with the daily, weekly, monthly, and seasonal cleaning plans for the District
* Assist with classroom moves or used furniture requests
* Assist with building security
* Assist with setup and takedown of outside activities, when needed
* Perform emergency custodial cleanups and tasks
* Assist with outside mowing, lawn care, landscaping, and/or building improvements, when needed
* Assist with the mitigating of grounds related to weather conditions to protect the safety of everyone
* Assist with the painting and revitalizing of District property and equipment, when needed
* Ensure all cleaning supplies and equipment meet local, state, and federal guidelines

Other

* All other duties as assigned considered as “other”