

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### HEAD CUSTODIAN

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Prior custodial and / or supervisory experience beneficial.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated general knowledge of maintenance equipment used on the job. Responsible for supervisory work in directing a custodial, light maintenance and site services in a school area. Responsible for planning, assigning and supervising the work of varying numbers of employees engaged in a variety of routine housekeeping and similar tasks. Duties require independent judgment in planning work methods, scheduling work assignments and reviewing the work of subordinates. Ability to deal effectively with vendors. Knowledge of chemicals and how to properly use them.

#### REPORTS TO:

Principal / Department Head

#### JOB GOAL

To coordinate activities of subordinate(s) that will provide a safe, clean and positive school site.

#### SUPERVISES:

Custodial Staff as assigned

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Considerable knowledge of cleaning methods, materials and equipment and maintain inventory of same.
- \* (2) Considerable knowledge of the maintenance procedures essential to the upkeep of buildings.
- \* (3) Do minor and routine maintenance / repair of plumbing, painting, carpentry, electrical, and heating and air conditioning systems.
- \* (4) Maintain grounds in a clean and safe condition.
- \* (5) Observe, interpret and manipulate valves and other controls on heating and cooling equipment.
- \* (6) Plan work assignments and supervise and direct the work of custodial personnel.
- \* (7) Train new employees in proper cleaning techniques.
- \* (8) Deal tactfully with faculty, students and subordinates.
- \* (9) Keep records and make reports.
- \* (10) Read and interpret manuals on use and maintenance of sophisticated equipment.
- \* (11) Exercise skill in the application of methods and techniques used in janitorial work, especially as applied to supervision, and in the care and use of pertinent tools, equipment, supplies and facilities.
- \* (12) Assign and supervise the work of the janitorial crews and assist in the cleaning and maintenance of the school facilities; inspect offices, meeting rooms, classrooms, hallways and restrooms for cleanliness and proper maintenance; supervise the care of adjacent grounds; instruct employees in the proper use of janitorial supplies and equipment;

**HEAD CUSTODIAN (Continued)**

requisition and distribute janitorial supplies and prepare proper reports on employee work hours and materials used.

- \*(13) Open and secure buildings and gates or assign task to a responsible employee; perform the more difficult custodial operations; do a substantial amount of first-line maintenance on buildings and equipment.
- (14) Assist maintenance crews in major repair work.
- (15) Monitor emergency equipment.
- \*(16) Order materials and supplies used in area of assignment.
- \*(17) Use effective, positive interpersonal communication skills.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(19) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 8  
Group 3 of the ESP Salary Schedule  
DOE Job Code 79025**

**Revised Board Approval 04/11/2017**