

**Roswell Independent School District  
Job Description**

**Job Title: HEAD CUSTODIAN**

**Reports To: SUPERVISOR OF CUSTODIAL SERVICES AND MAINTENANCE**

**General Job Description:**

The job of **Head Custodian** is to assist the building Principal or designated administrator with the supervision of custodial personnel and create custodial staff schedules and assign duties. Provide support to designated campuses and custodians; providing equipment and minimizing property damage, loss and liability.

**Essential Duties and Responsibilities:**

- 1. Directs, oversees and guides the work of other assigned custodians to include substitute and helper personnel.**
- 2. Orders and distributes supplies and equipment for the purpose of disseminating materials to appropriate parties.**
- 3. Assist with building inventory and report losses.**
- 4. Head Custodian will initiate, log and follow up on work orders and additionally report work orders over 45 days old to maintenance supervisor.**
- 5. Fire Extinguishers to be inspected monthly and a log maintained.**
- 6. Perform random inspections for cleanliness in all areas throughout facility and address concerns.**
- 7. Perform random inspections for cleanliness in all areas throughout facility and address concerns.**
- 8. Effective communication skills both verbal and written and perform basic computer skills.**
- 9. Responds to alarm call(s) or other building issues as designated by building administrator.**
- 10. Assume responsibility for building security, (e.g. lock doors, turn off lights, take down flags, set alarm(s) etc. to minimize property damage, equipment loss, and potential liability to the district.**
- 11. Follow district policies and administrative rules and regulations.**
- 12. Arranges furniture and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.**
- 13. Cleans assigned school properties and facilities (e.g. classrooms, offices, restrooms, corridors, carpets, removes graffiti, windows, walls, bleachers, stage, locker rooms, etc.) for the purpose of maintaining a sanitary, safe and attractive environment at a School or District Office.**
- 14. Cleans used facility after extracurricular activity or athletic event.**
- 15. Distributes supplies and equipment (e.g. fill soap dispensers, towel/toilet paper dispensers, packages, furniture, TV/VCR carts, etc.) for the purpose of distributing materials to appropriate parties.**
- 16. Inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.**
- 17. Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly stock facilities.**
- 18. Prepares facility for daily operations, extracurricular activities and athletic events as may be required (e.g. raising flags, opening gates, sweep/shovel/remove snow and sidewalks, building access doors, etc.) ensuring facilities are operational and safe for occupancy.**
- 19. Reports the immediate safety and/or operational concerns (e.g. facility damage, injury and ill students, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues.**
- 20. Perform emergency minor repair and cleaning as necessary.**
- 21. Wear protective wear as directed when cleaning up body fluids.**
- 22. Use all chemicals exactly as directed by container labels.**
- 23. Work cooperatively with colleagues, supervisors, and administrators.**
- 24. Maintain behavior appropriate to performing and accomplishing assigned duties.**
- 25. Maintain exterior building so they are free of trash and debris.**
- 26. Perform manual physical labor, lifting and moving materials, furniture, equipment, and supplies.**
- 27. Maintain assigned uniforms, equipment, tools and custodial closets in operable, safe and attractive status.**
- 28. Install light bulbs as needed.**
- 29. Knowledge of locations for shut-off valves for utilities (gas, water, electricity).**

## **HEAD CUSTODIAN (CONT'D)**

30. Safety practices relating to the handling, storage and use of chemical cleaning products.
31. Attend required annual training as assigned by district.
32. Perform any other duties as assigned by the Custodian Supervisor, principal and/or Superintendent.

### **Supervisory Responsibilities:**

Coordinates custodians and janitor helper(s) for the purpose of ensuring work assigned is completed, efficiently and effectively.

### **Qualifications:**

1. High School diploma or GED required.
2. Ability to work with large numbers of co-workers, students, and staff and maintain a positive attitude.
3. Prefer experience in custodial work or related field.

### **Ability To:**

1. Work and operate equipment using a variety of standardized methods.
2. Specific abilities required to satisfactorily perform the functions of the job include; adapting to changing work priorities.

### **Physical Requirements:**

1. Physical ability to do manual work for 8 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum (50 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (50 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (50 pounds) maximum occasionally.
3. Work overhead, in tight areas, off of ladders, at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Ability to move and operate vacuums, buffers, and other custodial related equipment.
6. Work safely from ladders.
7. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people, if at all possible.
8. Ability to move furniture.
9. Full mobility of fingers/hands.

### **Safety and Health:**

1. Wear protective equipment as needed.
2. Read, understand, and observe all precautions, and proper methods of use on all chemicals, equipment, tools and materials.
3. Complete all required training.
4. Knowledge of universal hygiene precautions (bodily fluids)

### **Equipment/Material Handled:**

Hand tools, equipment chemicals, vacuums, buffers, ladders, platforms, and materials particular to this trade skill.

### **Work Environment:**

The work environment varies greatly in the place of work from working in a building alone to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer inside building, to working outside in very cold temperatures. Work schedule will depend on assignment. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. Must be able to work under stressful conditions. Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock and vibration.

**HEAD CUSTODIAN (CONT'D)**

**Terms of Employment:**

Salary and work year to be established by the Board.

---

**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

---

**Signature**

**Printed Name**

**Date**