

**PENINSULA SCHOOL DISTRICT**  
**HEAD CUSTODIAN JOB DESCRIPTION**

**QUALIFICATIONS:**

**Required:**

1. High school diploma or equivalent.
2. Demonstrated ability to assume responsibility for a clean and orderly building in compliance with standards and regulations.
3. Demonstrated ability to relate to and enjoy students.
4. Demonstrated ability to effectively supervise subordinates.
5. Demonstrated ability to communicate effectively, orally and in writing, with students, staff, parents, and patrons.
6. Demonstrated mechanical aptitude and ability to perform minor repair work.
7. Successful completion of formal training in boiler and HVAC systems operations.
8. Satisfactory service as custodian in institution/school/large commercial facility for a minimum of two years.
9. Demonstrated ability to work harmoniously with colleagues, supervisors, teaching staff, parents and citizens, and students in the age group served by the school for which the application is made.
10. Demonstrated ability to perform job duties satisfactorily without direct supervision.
11. No physical limitations which would prevent the applicant from satisfactorily performing job duties, including lifting, climbing ladders, etc., within recognized standards and limits.
12. Satisfactory history of safe, efficient, and effective use of custodial products and equipment.
13. No record of any conviction for an illegal activity which is considered to be incompatible with the operation of a public school.
14. Hold a current industrial first aid card or willingness to procure one at first opportunity provided by the district.
15. Knowledge of proper laundering procedures.
16. Knowledge of and interest in basic grounds care except for athletic fields.
17. Other qualifications as may be reasonably required for this position.

**Desired:**

1. Satisfactory performance as custodian in school facilities.
2. Successful completion of formal training in basic and advanced custodial subjects.
3. Demonstrated interest and ability in grounds maintenance.
4. Experience in building maintenance.

**REPORTS TO:** Principal

**JOB GOAL:**

To provide the best possible environment for learning and teaching through effective performance of all custodial activities.

**PERFORMANCE RESPONSIBILITIES:**

1. Ensure maintenance of a clean and orderly building.
2. Perform the duties of Class III Custodian.
3. Make routine inspections and written/oral reports as required for assigned facilities, including safety reports and work orders.
4. With assistance of building principal or designee, assign subordinate shifts, hours, and responsibilities.
5. Regularly assign, instruct, and check the work of subordinates, and reteach as needed.
6. Organize, maintain, distribute and inventory all custodial supplies and equipment.
7. Report work, vacation, leave, and other hours of subordinates.
8. Maintain building security, including closing and securing facilities, through proper instruction and supervision of subordinates.
9. Coordinate community and other non-school uses of facilities.
10. Monitor safety practices of subordinates and correct as required.
11. Inspect buildings during extended non-work periods as required and authorized.
12. Open building before school and prepare for use.
13. Assists students and staff as is customary, reasonable, and required.
14. In case of emergency, inspect, adjust, operate, and repair heating, ventilation, and air conditioning equipment as authorized by the supervisor of the Maintenance Department.
15. Monitor and control use of energy, reducing to a minimum by turning off lights when not in use, setting thermostats to produce temperatures in compliance with established standards, and other measures within the control of the head custodian and as authorized by the building principal and supervisor of maintenance.
16. Assist food service program in setting up and taking down tables.
17. Perform related duties as assigned.