

TITLE: BUILDINGS HEAD CUSTODIAN – ALL SCHOOLS

QUALIFICATIONS:

- The Head Custodian shall have general knowledge of cleaning and sanitary methods, materials, tools and equipment.
- Have or must be able to acquire a boiler license within 3 months of hire.
- Experience directing and supervising staff.
- Experience working in a maintenance environment.

REPORTS TO: Superintendent of Schools, Principal, and Vice Principal.

TERM: 12 Months

RESPONSIBILITIES INCLUDE:

1. Shall perform all duties and responsibilities of a custodian.
2. Advises the building principal at all times of needed repairs and maintenance to both plant and equipment.
3. Directs and trains custodial staff.
4. Handles all minor building repairs within his/her resources.
5. Orders and maintains custodial supplies.
6. Maintains preventive maintenance logs and other records as required.
7. Inspects school grounds to ensure they are free of hazards.
8. Meet with Principal to review daily programs requiring custodial support.
9. Carry out any other duties as deemed necessary by Superintendent and Principal.