

# Head Custodian

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## **The Head Custodian shall:**

- Supervise and participate in the general cleaning and maintenance of the building
- Consult with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives
- Maintain supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities
- Examine buildings on a regular basis for needed repairs, maintenance, and cleanliness
- Perform minor maintenance building repairs (e.g. electrical, plumbing, carpentry, painting, etc.) for the purpose of maintaining a safe and attractive building
- Work with Administrator to hire contractors for bigger projects
- Be responsible for the setting up and tearing down of equipment during special events (i.e., graduation, conferences, concerts, family meetings, etc.)
- Assist with snow removal
- Supervise and maintain school grounds
- Respond to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution
- Respond to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution
- Secure facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability
- Train assigned personnel (e.g. new custodians, student helpers, etc.) for the purpose of developing professional trade and safety awareness skills
- Responsible for regulating heating, ventilating, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity
- Perform all other assignments and responsibilities as directed

## **Job Reimbursement:**

- \$10/hour (approximately 10-15 hours/week)—not to exceed \$10,000/year
- Qualified Tuition Reduction: 20% for the 2020-21 school year