SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

HEAD CUSTODIAN

SALARY SCHEDULE: SSP4 + lead %

COST CENTER: FACILITIES SERVICES (9029) OR INDIVIDUAL COST CENTER LOCATION

QUALIFICATIONS:

(1) High School Diploma or equivalent.
(2) Complete leadership training of the Career Advancement Program.
(3) Certified by State of Florida (FSPMA) in appropriate area.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of maintenance equipment. Be responsible for direction and scheduling custodial staff. Specific knowledge of OSHA standards. Ability to assess and make decisions independently.

REPORTS TO:

Custodial Manager - Facilities Services Department
Principal or Designee

JOB GOAL

To coordinate activities of staff that will provide a safe, clean and positive school site.

SUPERVISES:

Custodial Staff

PERFORMANCE RESPONSIBILITIES:

* (1) Train staff on proper cleaning techniques and expectations.
* (2) Perform minor and routine maintenance / repair of plumbing, painting, carpentry and electrical systems.
* (3) Monitor and report air conditioning system problems.
* (4) Develop schedules for day custodial staff, including grounds care and minor maintenance.
* (5) Develop schedules for evening custodial staff dealing with major cleaning responsibilities.
* (6) Assist custodial staff with any and all assignments.
* (7) Maintain cleaning equipment in proper working order.
* (8) Develop a security procedure for the safe closure of building and proper opening of building.
* (9) Respond to requests by faculty and administration.
* (10) Attend in-service meetings to remain abreast of system changes.
* (11) Carry out in-service training with staff when needed.
* (12) Monitor staff performance and make immediate improvements.
* (13) Apply common sense to decision-making process.
* (14) Maintain a positive work relationship with faculty, staff and administration.
* (15) Demonstrate initiative in the performance of assigned responsibilities.
* (16) Provide for a safe and secure workplace.
* (17) Model and maintain high ethical standards.
* (18) Follow attendance, punctuality and proper dress rules.
* (19) Maintain confidentiality regarding school matters.
* (20) Communicate effectively with staff and vendors.
* (21) Keep supervisor informed of potential problems or unusual events.
* (22) Supervise assigned personnel, assist with annual performance appraisals as directed and make recommendations for appropriate employment action as needed.

HEAD CUSTODIAN (Continued)

*(23) Prepare all required reports and maintain all appropriate records.
*(24) Follow all School Board policies, rules and regulations.
*(25) Exhibit interpersonal skills to work as an effective team member.
*(26) Demonstrate support for the School District and its goals and priorities.
(27) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

Job Description Supplement No. 02

*Essential Performance Responsibilities