

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

703-AR-1. JOB DESCRIPTION - HEAD CUSTODIAN

Head Custodian is supervised by Superintendent, Principal, Business Manager. The job goal is to provide all necessary services to insure a proper learning environment in the school building.

4640.1 Specific Responsibilities.

- A. Take charge of all aspects of the physical operation of the school building.
- B. In consultation with the Principal and Business Manager, develop a work schedule for all custodians.
- C. Assign personnel to cover the building for scheduled activities when custodians are not on duty.
- D. Make a check of the building on non-working days to insure the security of the building and proper operation of the heating plant.
- E. Instruct new personnel in the performance of their duties.
- F. Recommend to maintenance worker necessary jobs to be performed.
- G. Request yearly supplies, tools, and equipment to be used in building.
- H. See that rules, regulations and policies governing safety and the use of facilities are enforced.
- I. May be assigned additional duties as may be determined by the Superintendent.

4640.2 General Duties

- A. Routine sweeping and/or mopping of floors, dusting of trim, furniture, tops of desks and tables (when free of material and apparatus), bookcase glass, ventilators, telephones; and the emptying of independent floor type waste containers, ash trays, and the disposal of debris accumulated therein.
- B. Periodic cleaning, buffing and waxing of floors, and the cleaning of windows and curtains.
- C. Cleaning blackboards (unless otherwise requested) and chalk trays.
- D. Closing all windows and doors.
- E. Cleaning drinking fountains and all plumbing fixtures, exclusive of laboratory sinks.
- F. Furnishing all materials and supplies required for above, supplying toilet paper, towels and liquid hand soap where dispensers are provided.
- G. Collection and removal of trash resulting from normal use of offices and classrooms.
- H. Cleaning all mirrors and interior glass, including display cases.
- I. Maintain exterior of building and grounds including grass cutting and equipment assigned in accordance with State Law, Local Board policy and verbal orders of Superintendent.
- J. Several times a day spot check wash rooms to remove smudges from stalls, walls, cabinets, etc. to remove loose trash from floors and empty waste receptacles.
- K. Maintain fire in furnace for proper heat levels in the building.

Reviewed 4/9/01, 2/20/06, 1/21/13