

## 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 preferred.
- (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