

**THE TROY CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** HEAD CUSTODIAN

**File 604**

**Reports to:** Director of Operations

**Job Objectives:**

Coordinates and performs custodial and maintenance duties to protect and preserve the school building, grounds, equipment, and furnishings. Keeps the maintenance supervisor informed about maintenance concerns and emerging issues.

**Minimum Qualifications:**

High school diploma preferred. Post-secondary training in a trade is desired.

- Meets all mandated health requirements.
- A record free of criminal violations that would prohibit public school employment.
- Custodial and/or building maintenance experience preferred.
- Basic mechanical, electrical, plumbing, and carpentry skills.
- Ability to interpret and apply blueprint and schematic diagram information.
- Knowledgeable about building codes, accessibility guidelines, safety regulations, and environmental laws.
- Ability to read and comply with Material Safety Data Sheets (MSDS).
- Available to respond to building and/or service emergencies.

**Responsibilities and Essential Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervises work crews. Helps custodians meet established schedules.
- Performs custodial duties. Provides for the regular and orderly removal of trash. Cleans floors. Sanitizes toilet rooms. Re-supplies toilet paper, towels, soap, etc. Polishes furniture/woodwork. Washes windows.
- Upholds board policies and follows administrative procedures.
- Supports community partnerships that enhance district programs and services.
- Monitors building conditions during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.
- Coordinates preparation and clean-up activities for building events.
- Performs minor repairs that do not unduly disrupt the routine work schedule. Avoids disrupting classroom activities except during emergencies.
- Monitors and regulates the building's heating and ventilating equipment.
- Deals with unexpected situations (e.g., ill children, spills, broken glass, etc.).
- Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in safety training programs as directed.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Monitors inventories and reorders supplies to maintain reliable service levels.
- Helps with the receipt and verification of deliveries. Unloads trucks.
- Complies with safety regulations and environmental laws. Ensures that custodial supplies are labeled and stored safely.
- Prepares and submits reports, records, and inventories as directed.
- Promptly documents all safety incidences and/or accidents.
- Performs grounds keeping duties as directed. Maintains and prepares equipment for storage.
- Removes snow, ice, and debris along sidewalks to public entrances.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Reports student discipline problems or other related concerns to the building principal and maintenance supervisor.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Inspects safety equipment (e.g., emergency lights, alarm systems, ground fault protectors, etc.) as directed. Anticipates and is prepared for fire and safety inspections.
- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
- Helps manage building security. Assists rental groups as directed. Directs visitors to the office. Secures the building at the end of the workday.
- Takes precautions to ensure student safety. Reports suspicious circumstances immediately.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.

- Wears appropriate work attire.
- Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for work-related decisions and conduct.
- Performs other specific job-related duties as directed.

**Abilities Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism.
- Takes the initiative to identify and solve problems independently.
- Communicates effectively using verbal, listening, and writing skills.
- Works cooperatively to support a successful team effort.
- Averts problem situations and helps resolve work-related conflicts.
- Reacts productively to interruptions and changing conditions.
- Maintains an acceptable attendance record and is punctual.

**Supervisory Responsibility:**

Under the direction of the building principal: provides instructions and communicates expectations to assigned staff, temporary employees, and trainees. Monitors and helps assigned staff successfully accomplish delegated duties.

**Working Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include operating and/or riding in a vehicle.
- Duties may include balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties may include lifting, carrying, and moving work-related supplies/equipment.
- Duties may include working in proximity to moving mechanical parts.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Duties may include wearing protective clothing and using safety equipment.
- Duties may include working under time constraints to meet deadlines.
- Duties may include traveling to meetings and work assignments.

**Performance Evaluation:**

Job performance is evaluated according to the negotiated bargaining agreement.

The Troy City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

Revised: October 2018

Signature: \_\_\_\_\_ Date: \_\_\_\_\_