

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE JOB DESCRIPTION-  
HEAD CUSTODIAN

ADOPTED: AUGUST 18, 2014

REVISED:  
FORMERLY 4640

## 504.2 G JOB DESCRIPTION – HEAD CUSTODIAN

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

1. Specific Responsibilities

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

2. General Duties

- 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, and the disposal of debris accumulated therein.
- Periodic cleaning, buffing and waxing of floors and the cleaning of windows and curtains.
- Cleaning blackboards (unless otherwise requested) and chalk trays.
- Closing all windows and doors
- Cleaning drinking fountains and all plumbing fixtures, exclusive of laboratory sinks.
- Furnishing all materials and supplies required for above, supplying toilet paper, towels and liquid hand soap where dispensers are provided.
- Collection and removal of trash resulting from normal use of offices and classrooms.
- Cleaning all mirrors and interior glass, including display cases.

- 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.
- Several times a day spot check bathrooms to remove smudges from stalls, walls, cabinets, etc. to remove loose trash from floors and empty waste receptacles.
- Maintain fire in furnace for proper heat levels in the building

Reviewed 4/9/01, 2/20/06

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