

HEAD CUSTODIAN
JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP

PURPOSE: To supervise the custodial staff and ensure District buildings and facilities are maintained in healthy, safe, and sanitary manner.

PERFORMANCE RESPONSIBILITIES:

1. Assumes custodial responsibilities.
2. Supervises and provides input on evaluations for all custodial staff.
3. Coordinates the assignment, scheduling, and training of members of the custodial staff.
4. Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.
5. Monitors the time records of all custodial employees in the school.
6. Coordinates schedule for snow removal and emergency response.
7. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
8. Communicates supply needs and substitute custodial services with Custodial Services Manager.
9. Initiates work orders addressing the needs of the building.
10. Confers with the principal or the assistant principal regarding the performance of the custodial staff on a regular basis.
11. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
12. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised July 2016.