

Maintenance: Head Custodian

Reports to: School Principal
Supervises: Custodians
Term of Employment: 12 months

Salary: **Head Custodian I - 54:** Oversees 1-3 employees
Head Custodian II - 55: Oversees 4 or more employees

FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:

- **High school diploma or its equivalency**
- **General knowledge and experience of building cleaning practices, supplies, and equipment and the ability to use them economically and efficiently**
- **Valid North Carolina driver's license**

Essential Job Functions:

- Works with custodial supplier to maintain inventory needed for job effectiveness
- Inspects to ensure custodian(s) are performing task at hand effectively
- Communicates with proper leadership to ensure work is being completed as asked
- Assists in the training of new and existing custodial employees to maximize efficiency
- Is responsible for all other custodial responsibilities listed below
- Uses simple tools to turn water off to urinals and toilets
- Is responsible for attempting to clear minor clogging of toilets with a plunger or small snake
- Performs responsible work in the care and cleaning of school facilities
- Performs a variety of general and light grounds keeping work in the care and maintenance of assigned buildings and facilities
- Sweeps, mops, vacuums, strips, waxes, and buffs floor surfaces
- Cleans and disinfects restroom areas and replenishes paper supplies and soap as necessary
- Cleans windows, walls, woodwork, blinds, heating/air vents and light fixtures
- Dusts and cleans desks and other furniture
- Empties trash receptacles; gathers and disposes of refuse in on-site dumpsters
- Sweeps sidewalks and walkways outside of buildings, polices grounds, picks up debris, applies de-icing compounds to walkways as necessary
- Cleans and sanitizes waste baskets
- Cleans and sanitizes water fountains
- Raises and lowers flags, as needed

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- Maintains inventory; requisitions and picks up cleaning supplies, as needed
- Opens buildings at start of workday; securely locks down facility at end of day
- Washes windows on both the inside and outside
- Arranges furniture, tables and chairs for meetings and other events
- Mows and trims grass on campus grounds
- Trims shrubbery, trees, etc.
- Rakes and removes leaves as necessary
- Makes minor building repairs, as able
- Reports major repairs needed and any damage to school property to principal
- Responds to after hour emergencies and works over as needed
- Performs any additional duties as required or assigned by the supervisor

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **heavy physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel, and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- assemble or fabricate parts at or within arm's length
- operate machines, motor vehicles, hand tools, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment