

# BERKELEY COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Head Custodian

**FLSA:** Non-Exempt

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### GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and performs a variety of custodial activities to maintain cleanliness of facilities and grounds; performs related activities as moving furniture, collecting trash, changing light bulbs, etc; and reports to School Principal.

### ESSENTIAL FUNCTIONS

Supervises custodial staff under the direction of the principal/supervisor or designee;

Assists principal/supervisor or designee with annual evaluations, job description reviews, performance conferences, etc;

Maintains grounds and landscape as required; operates a lawnmower, blower, weed eater, etc. in the performance of these duties;

Moves furniture as needed; reports necessary repairs to immediate supervisor;

Cleans indoor areas, which involves such duties as sweeping, mopping, and waxing floors, clearing tables, vacuuming, cleaning carpet, cleaning restrooms, etc;

Orders cleaning supplies online and maintains inventory as needed to perform duties while staying within budget;

Requisitions supplies and materials as needed to perform duties;

Maintains parking lots, which involves such duties as removing debris, etc;

Interacts with co-workers, supervisors, students, teachers, and the general public;

Operates maintenance equipment such as buffers, vacuums, etc.; utilizes various cleaning supplies, hand tools, and cleaning agents; and

Performs other related duties as required.

### JOB SPECIFICATIONS

#### **Education and Experience:**

Job requires a high school graduate or equivalent; or five years custodial experience or any equivalent combination with demonstrated aptitude for successful performance of the job duties. Valid driver's license is required.

#### **Knowledge:**

Job requires knowledge of the policies, procedures and activities of the organization as they pertain to the specific duties of the job; knowledge of the practices, methods, materials, tools, equipment and supplies used within grounds and building maintenance activities; knowledge of the occupational and safety

Revised 12/2/2020

precautions of the trade; knowledge of the proper and safe use of equipment, tools and materials necessary for assignment completion; and knowledge of cleaning methods, procedures, materials and supplies, and general maintenance repairs.

**Skills/Effort:**

Job requires the ability to read and write, and to follow oral and written instructions; ability to perform manual work requiring some physical strength and agility; ability to work well with staff, subordinate custodial staff and the general public; ability to use and care for a variety of cleaning and landscaping agents, materials and equipment; and skill in performing general maintenance, incidental to regular duties and/or area of assignment.

**Working Conditions:**

Work is conducted both indoors and outdoors with occasional exposure to discomforting environmental conditions such as heat, cold, humidity, noise, electrical hazards, dusts and wetness; and frequent contact with strong cleaning agents. Moderately heavy physical exertion is frequently required to lift and/or move objects weighing up to 35 pounds. Some travel may be required. Berkeley County School District is a smoke free district.

**Responsibility:**

Maintains custodial inventory and budget.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____