

**Ellicott School District 22**  
**Job Description**



**Title:** Head Custodian/Supervisor

**Reports to:** Superintendent, Building Principals

**Qualifications:**

1. General housekeeping skills and experience.
2. General knowledge of cleaning chemicals & mixtures.
3. Knowledge of and ability to operate physical plan equipment as needed.
4. Effective public relations skills.
5. Strong organizational and record keeping skills.
6. Ability to work alone or with other personnel, students and the general public.
7. Leadership ability
8. Ability to work without direct supervision and to prioritize workload with multiple tasks.
9. Flexible schedule
10. Ability to perform strenuous physical activity.

**Nature and Scope:** To assist superintendent and building principals in coordinating and evaluating the custodial operations of the district.

**Specific Duties**

1. Develop and administer a custodial program to meet all the daily requirements of the district.
2. Prepare and update custodian schedules as needed.
3. Assist in hiring all new custodial personnel.
4. Supervise and evaluate all custodial personnel
5. Ensure the proper cleaning of the buildings
6. Maintain safety standards in accordance with district, state, and insurance regulations.
7. Ensure equipment is in proper working order and in sufficient numbers for efficient use.
8. Coordinate custodial in-service training as necessary.
9. Advise the principal of building hazards or potentially dangerous situations.
10. Coordinate maintenance projects with district maintenance staff.
11. Conduct set-up and take-down for school events.
12. Recommend purchases within budget limitations and district purchasing protocol.
13. Attend appropriate staff meetings.
14. Prepare and keep accurate and informative records on all facets of custodial operations.
15. Attend all necessary training for effective job performance.
16. Be available for shift work and on call situations.
17. Perform assigned custodial duties.
18. Perform needed general maintenance. Report other observed work needing done by maintenance personnel to them in writing.
19. Perform such other services as may be assigned by the superintendent or building principals to expedite the custodial needs of the district.

**Work Environment and Physical Demands:** Must be able to stand, walk, kneel, crouch, bend, stoop, reach, twist, push, pull or carry up to 50 pounds. Repetitive motion is often required in the performance of daily tasks. Must have the ability to work on ladders, with machinery, hand tools and confined spaces, and in close contact with chemicals.

**Terms of Employment:** Year Round employee, 40 hours a week, standard school benefits.

**Compensation:** Refer to the Director Pay Schedule

## **VISION**

Success for all students

## **MISSION STATEMENT**

Inspiring everyone to think, to learn, to achieve, and to care in a safe environment

## **ELLCOTT SCHOOL DISTRICT 22 CORE VALUES**

WE VALUE:

- Lead, administer, and manage the school
- Supervise and evaluate the performance of staff members
- Demonstrate commitment to students, employees, patrons, and the educational programs
- Maintain valid administrative credentials, and continue professional preparation and training
- Serve on the district K-12 curriculum committees
- Counsel with individual students on personal, social, and educational concerns
- Counsel with small groups of students who have common concerns
- Participate in staffing when deemed necessary
- Assist parents and teachers in relating positively to students by improving human relations skills
- Provide resources for individual staff needs
- Participate in in-services training programs relative to guidance programs
- Perform such other duties as requested by the building principal