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## HEAD CUSTODIAN

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**Job Title:** Head Custodian

**Qualifications:**

- a. High School Diploma or equivalent
- b. Criminal History Record Check (CHRC)
- c. Similar work-related experience
- d. Strong characteristics of cooperation, flexibility, initiative and industriousness
- e. Strong organizational skills and ability to prioritize workload to meet deadlines
- f. Effective written and verbal communication skills
- g. Excellent interpersonal skills
- h. Ability to relate sensitively to a wide variety of people

**Reports to:** Facilitates director and business manager

**Essential Functions:**

- a. Ability to read, reason and understand policies and procedures and related information
- b. Follow verbal, written and/or demonstrated instructions
- c. Knowledge of materials, methods and equipment used in janitorial work and ability to operate manual and automatic custodial equipment
- d. Physical ability to perform all necessary job related upper and lower body movement
- e. Ability to work in a team environment
- f. Ability to do reaching, lifting, basic math, writing, eye-hand coordination, sitting, and stooping
- g. Ability to lift and carry products (up to 50 pounds)
- h. Ability to work on your feet for a full eight-hour shift
- i. Responsible to plan, schedule, supervise and evaluate the work of custodial workers
- j. To maintain a clean, sanitary building with daily care of all building areas
- k. Maintain a clean and safe perimeter around the school building including snow and ice removal
- l. Perform minor repairs whenever necessary
- m. Be particularly attentive to heating, roofing, refrigerating, lighting, plumbing aspects of building maintenance
- n. Be cognizant of and attentive to all building safety features particularly fire control
- o. Requisition cleaning and maintenance supplies through the facilities director in accordance with budgetary allotments
- p. Arrange and oversee building security in accordance with district rules and regulations
- q. Be constantly aware of better custodial practices.
- r. To perform other custodial duties as required by the facilities director/designee
- s. Follow health and safety procedures established by the district

- t. Arrive and depart punctually, notifying appropriate personnel about absences and coverage.
- u. Demonstrate dependability, integrity, and loyalty when representing RSU 40
- v. Follow the chain of command for various administrative procedures and student or program concerns.

**Terms of Employment:** As determined by the current Collective Bargaining Agreement between the RSU 40 Board of Directors and the Medomak Valley Education Association

**Evaluation:** Performance of this job will be evaluated annually by the facilities director in accordance with policy.

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To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.