



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: HEAD CUSTODIAN

QUALIFICATIONS

1. High school diploma or GED preferred
2. Two years of experience in custodial or related work
3. Good health with no restrictions; capable of lifting weights in accordance with prescribed safety standards
4. Valid Florida driver's license

PHYSICAL REQUIREMENTS: Heavy

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Performs minor maintenance as needed
2. Assigns and schedules work of custodial staff members
3. Maintains facility in a clean and safe condition as required by County Health Department standards
4. Maintains an appropriate level of inventory of supplies and equipment
5. Prepares, maintains, and submits reports and logs as required
6. Oversees and efficiently maintains a high standard of safety and cleanliness in the facility
7. Monitors heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season in accordance with approved Board policy
8. Monitors emergency equipment and knows the location of all major electrical shut-off switches and plumbing shut-off valves
9. Assumes responsibility for opening and closing of the facility as required
10. Reports any damage and/or necessary major repairs to the facility administrator
11. Assists maintenance crews as required
12. Provides leadership and coordinates team building effort among custodians using positive, effective interpersonal communication skills
13. Performs related work consistent with the goals and objectives of this position
14. Responds in emergency situations as required
15. Operates machinery and equipment in a safe manner
16. Performs other duties as assigned by supervisor

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Schedule 3.
3. Hours may vary depending on assignment

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Shirley Baker

Reviewed by Dept. of Human Resources

Revision Approved: **APPROVED JAN 14 2020**
Adopted by Bay District School Board: September 12, 2007