

**CABELL COUNTY PUBLIC SCHOOLS  
JOB DESCRIPTION**

**Position Title:** HEAD CUSTODIAN

**Reports To:** Building Administrator and Director of Buildings and Grounds

**Major Duties/Responsibilities:** Perform assigned tasks in keeping school buildings and grounds clean, safe, and attractive for the purpose of providing an adequate educational environment for students and faculty so that facilities can be used at all times.

**Qualifications:**

1. High School Diploma or GED.
2. Must pass WV Department of Education Competency Test for Custodians.
3. Must have the ability to interpret and dispense verbal and written instructions.
4. Must be able to comprehend written and verbal instructions and must possess sufficient mathematical skills to make proper dilutions when mixing cleaning compounds.
5. Must have a basic conception of the responsibility involved in custodial work.
6. Must be able to operate various floor scrubbing machines, buffers and vacuum cleaners and perform minor maintenance.
7. Must be able to work at various heights and lift assorted weights, up to 50 pounds.
8. Must be able to work evenings or nights after school is dismissed. Flexible Schedule.
9. Must be able to operate HVAC, Fire Alarm, Security and Water Systems.
10. Must work as part of a team and have the ability to develop and maintain effective working relationships with others.
11. Must have an outstanding attendance record with few absences.
12. Must have satisfactory evaluations as a custodian.

**Essential Functions of Job:**

1. Daily sweep, dust, mop or buff the areas of the building as assigned
2. Daily clean and sanitize all plumbing fixtures and drinking fountains in assigned area.
3. Daily remove all waste and trash from assigned area.
4. Daily vacuum carpeted areas and assist in wet cleaning areas when appropriate.
5. Mow grass as assigned. Sweep sidewalks and remove debris from grounds as required and remove snow from walks and/or sidewalks as necessary when instructed to do so by immediate supervisor.
6. Wash windows and wax floors when instructed to do so by immediate supervisor.
7. Raise and/or take down flag on outside flagpole each school day.
8. Prepare rooms for meetings and/or functions scheduled for that day.
9. Make minor repairs and report needed repairs or problems encountered to his/her immediate supervisor. This may require leaving a written message to his/her immediate supervisor.
10. Replace supplies in bathrooms as needed.
11. Promote safety, health and comfort of students and employees.
12. Cooperate with, assist, and be readily available if needed to outside groups who are renting facilities.
13. Supervise the use and storage of hazardous materials and supplies.
14. Ensure the security of buildings, materials and equipment.
15. Provide essential services on snow days and on days of school closings.
16. Maintain every effort to conserve all utilities.
17. Make suggestions for building and grounds improvements.
18. Climb and work from ladders, scaffolds and platforms.
19. Prepare necessary work orders for the Maintenance Department.
20. Practice good safety habits.
21. Requisition and inventory all custodial supplies.
22. Maintain and upgrade skills and participate in in-service training as directed.
23. Make work schedules for custodians and substitute custodians assigned to building.
24. Provide input into schedule scope of summer work in assigned building.
25. Provide input into performance evaluations and/or plans of improvement of custodians and subs assigned to building.
26. Perform other duties as may be assigned by his/her immediate supervisor.