



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Head Custodian
SCHOOL/DEPARTMENT	Assigned school or location
SALARY	Salary Grade 58 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Principal or Assistant Maintenance Director
SUPERVISES	Custodians
WORK WEEK SCHEDULE	Monday – Friday; evenings and weekends as necessary
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

Assist the Maintenance Director with the delivery of services for the divisions’ custodial services program. Act as a resource to assigned locations regarding custodial services operations, custodians, building inspections, training, special projects, supply inventory and ordering of supplies, responding to emergency calls, and other activities as necessary. Perform difficult semi-skilled work supervising and participating in the care and cleaning of school buildings, grounds and furnishings.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of cleaning methods, materials and equipment
- Ability to order appropriate supplies as needed, review inventory, and ensure custodial supplies are available as needed
- Ability to understand and follow oral and written directions
- Ability to establish and maintain effective working relationships with associates and school staff
- Ability to read and speak/understand English

- Ability to supervise the work of subordinate staff
- Ability to interact appropriately and courteously with central office personnel, school administration, faculty, staff, and students

EDUCATION, TRAINING, AND EXPERIENCE

- Graduation from high school
- Minimum of five (5) years custodial experience
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Experience as a head custodian
- Experience in a public school setting
- Experience working and interacting appropriately with students, teachers, and other school staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Open building, check for intrusions or vandalism, set up for special meetings, set up for breakfast and lunch, receive deliveries from supply or vendors, check restrooms for cleanliness, keep and maintain school grounds, shovel and clear school walkways resulting from inclement weather, check mobile units, secure building
2. Assign duties to other staff members
3. Check school grounds inside and out daily
4. Prepare school for special events
5. Push down hallways and sweep, mop, vacuum, run buffers and/or scrubbers
6. Respond to all calls from the front office for clean-up assistance
7. Raise flags and change light bulbs
8. Set-up for after school sports activities
9. Check on supply inventory, place orders and put in work requests
10. Serve as on-call contact in case of after hours emergency
11. Perform additional duties as directed by the Principal or Assistant Principal

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered medium physical work requiring the exertion of up to 50 pounds of force. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*