



## Columbia County School District Job Description

<b>Position Title:</b> Lead Custodian		
<b>Department:</b> School/Department	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Principal/Director in accordance with policy GBI – Evaluation of Personnel.	
<b>Pay Grade:</b> General Services Salary Schedule, Pay grade C	<b>Pay Type:</b> Non – Exempt	<b>Retirement:</b> Public School
<b>Contract Work Year:</b> 220 Days Per Year, 8 Hours Per Day; Central Office – 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Principal/Director		
<b>Supervises:</b> Personnel assigned by Principal/Director		

### MINIMUM QUALIFICATIONS

**Education:** High School diploma or equivalent.

**Essential Knowledge/Skills:** Physical capacity to perform assigned duties. Ability to follow oral and written directions and to direct others when needed. Knowledge of methods, materials, skills and equipment for maintaining the building of a school plant in a safe, clean and orderly condition. Cleanliness and neatness in personal habits. Must be able to lift minimum of 40 pounds and capable of working off a six-foot high stepladder.

**Experience:** Two years of experience in school custodial.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

**JOB FUNCTION:** This position reports directly to the School Principal and supervises the School Custodians. This position performs repetitive manual work requiring efficient performance of building cleaning and maintenance duties. The Head Custodian works under minimal supervision on routine and recurring assignments, and provides specific instructions on each new or unusual assignment to the custodial staff. The custodial cleaning program must be conducted in compliance with policies and procedures of the Board Education, the Georgia State Board of Education, as well as all local policies, and state and federal statutes.

- Performs routine tasks.
- Schedules appropriate number of employees to 6:30 a.m. shift and 2:30 p.m. shift with assistance of school custodial supervisor.
- Opens and/or closes the facility and checks to ensure that the building is secure after closing or assigns duties to responsible individual.
- Supervises custodial staff and ensures they are cleaning to Columbia County School System Standards.
- Recommends termination of services of unsatisfactory custodial workers to school custodial supervisor.
- Requests appliances, equipment, and cleaning materials in writing on assigned day and date.
- Keep an adequate inventory supply on hand at all times as per the established guidelines of FMO and the School.
- Maintain accurate inventory of supplies and custodial equipment at all times.
- Plans assignments, and explains and demonstrates how they are to be performed.
- Observes work performance of subordinates and requests additional help as needed to school principal or assigned custodial supervisor.

- Reports any deficiencies in heating and cooling system, maintenance needs of school and custodial cleaning equipment.
- Performs minor repairs for which training and tools are provided.
- Performs necessary grounds maintenance to meet seasonal requirements.
- Returns to facility after hours when called to restore building to proper learning environment following an emergency situation.
- Performs overtime work on a scheduled or unscheduled routine or emergency basis, as assigned.
- Performs related duties as assigned by the school custodial supervisor.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** June 2009