

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Head Custodian

Supervisor: Operations Administrators

FLSA Status: Non-Exempt

Employee Group: Custodial/Property Services

Qualifications:

1. High School diploma or equivalent
2. Physically able to perform the duties of the position, with accommodations as needed
3. Ability to read basic operating instructions and write reports
4. Ability to complete work independently
5. Physically able to lift object up to 50 lbs with or without accommodations

Terms of Employment:

- Twelve (12) month contract
- 8 hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Monitors/verifies the time records of all custodial employees in the facility.
2. Monitors performance of custodial staff member assigned to buildings and assists in training employees.
3. Monitors and inspects building and grounds routinely.
4. Performs minor maintenance.
5. Submits building work requests to supervisors.
6. Opens and closes assigned building.
7. Cleans and maintains safe building exterior, interior and premises.
8. Follows assigned cleaning schedules.
9. Completes weekend and holiday building checks and assigns designee.
10. Keep current with best practices and requirements as they relate to your job assignment.
11. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.