

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	<b>Head Custodian</b>	<b>Job Code: 79025</b>
<b>Job Classification:</b>	<b>18 Service Workers</b>	<b>EEO Line: 52</b>
<b>Job Class Category:</b>	<b>F Educational Support Personnel</b>	<b>Job Description Supplement Code: 8</b>
<b>Reports to:</b>	<b>Principal/Department Director</b>	<b>Salary Locator: Classified Schedule</b>

### **SUMMARY:**

Under direction, the purpose of the position is to function as the leader for custodial personnel engaged in highly responsible custodial tasks for an assigned school or department of the district. Responsible for monitoring, training, assigning, planning and coordinating the work of assigned custodians and custodial assistants.

### **QUALIFICATIONS:**

- 1) High School Diploma or equivalent
- 2) Valid Florida Driver's License with acceptable driving record
- 3) Master Custodian Certification through the State Department of Education preferred
- 4) Five (5) years' previous successful custodial work with demonstrated leadership abilities
- 5) Satisfactory criminal background check

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology
- (4)

### **PERFORMANCE RESPONSIBILITIES:**

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (3) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (4) Perform assigned tasks in a timely and efficient manner
- (5) Perform all other non-instructional duties as requested by supervising teacher or school principal.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

### **BOARD APPROVAL:**

February 2004  
Amended: May 20, 2014