



Pickens County Board of Education Job Descriptions

HEAD CUSTODIAN

TITLE/POSITION

RETIREMENT: Public School Employees Retirement

TERMS OF EMPLOYMENT: 240/260 Days

REPORTS TO: Principal

QUALIFICATIONS: GED or High School Diploma Five years work related experience.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Provide students and school personnel with a safe, attractive and clean environment.
- Coordinate the custodial care of the school building and supervise custodians assigned to the building.
- Organize work load and train custodial employees in the performance of cleaning tasks.
- Make minor repairs to custodial equipment.
- Coordinate building repairs and report maintenance problems to the designated office personnel.
- Inspect work performed by building custodians.
- Requisition materials, store and issue necessary cleaning supplies.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Review current developments, literature, and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.