



Little Rock School District

JOB DESCRIPTION

Position Title: Head Custodian

Prepared Date: 12/02/2021

JOB GOAL:

To maintain the facility and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 03, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Ability to effectively communicate oral and written instructions.
2. Ability to read and understand technical instructions as it pertains to household cleaning chemicals.
3. Must be a high school graduate.
4. Ability to work under varying physical conditions, able to stand for prolonged periods, squat, stoop, and work in confined spaces.
5. Knowledge of good housekeeping practices and standards.
6. Evidence of human relations skills and managerial skills.
7. Ability to plan and coordinate custodial work.
8. Ability to make minor repairs on household equipment and facilities.
9. Must be capable of attaining a low-pressure Boiler's License, in necessary.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Responsible for cleanliness and safety, as it relates to cleanliness, of assigned areas.
2. Responsible for performing yard work as assigned.
3. Works with other custodial staff in maintaining the school's facilities and grounds.
4. Responsible for normal household cleaning chores to include, but not limited to, windows, floors, baseboards, carpet, tile, general office areas, academic areas, lavatories, gymnasiums, etc.
5. Maintains and clears downspouts, gutters and drains to keep them open and functioning.
6. Maintains and assists the cafeteria staff in maintaining a sanitary cafeteria.
7. Responsible for operating and maintaining school-level owned custodial equipment associated with cleaning duties.
8. Performs other duties that may be assigned by the Custodial Supervisor.



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Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.