



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Head Custodian
<b><i>Payroll/Personnel Type:</i></b>	11 Month
<b><i>Reports to:</i></b>	Operations Manager/Executive Director

**Position Summary:**

Under the direction of the Executive Director/Operations Manager or his/her designee, the head custodian performs duties required for cleaning, sanitizing and maintaining a large secondary building or related facility by using proper methods and materials

**Essential Functions:**

- Plan, train, instruct, assign, inspect, supervise and prepare daily written work schedules for a staff of subordinate custodial personnel.
- Supervise and participate in cleaning, sweeping, mopping and scrubbing floors, stairways and hallways; dust, clean and polish furniture, equipment, fixtures, windowsills, railing, chalk rails and blackboard and dispose of trash.
- Supervise and participate in moving and arranging furniture and replacing fluorescent light bulbs based on requirements or needs as identified.
- Supervise and participate in removal of snow from walkways, cutting grass, watering lawns and disposing of trash.
- Open and close the building by checking all doors, windows, and offices for security purposes.
- Inspect building and grounds for vandalism, fire and safety hazards and unsanitary conditions; submits repair requests.
- Supervise and participate in cleaning windows inside and outside of building using a high stepladder and safety equipment, as required by regulations.
- Requisition custodial supplies, prepares regular reports and maintains personnel time records, as needed.
- Performs other duties or special projects as assigned.

**Experience:**

- Requires a minimum of three years experience in custodial/housekeeping and in operating a low pressure heating plant, or equivalent combination of training and experience with the St. Louis Public Schools.

**Education:**

- High school education or equivalent
- Must attend and successfully complete in-service training given by St. Louis Public Schools on boilers/housekeeping
- **Must pass Head Custodian test given by Human Resources (will remove, no longer have. Unless you would prefer we have a test developed?)**



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**Knowledge, Skills, and Abilities:**

- Ability to utilize the methods, materials and equipment ordinarily used in cleaning public buildings.
- Ability to implement and apply necessary safety precautions involved in custodial work.
- Ability to understand safety issues related to use of chemicals & understand use of Material safety Data Sheets (MSDS)
- Ability to plan, train, assign and supervise staff of subordinate custodial personnel.
- Ability to establish and maintain effective working relationships with other custodial employees, faculty, students and general public.
- Ability to maintain routine records and prepare reports.

**Physical Requirements:**

- Standing, walking, sitting, climbing, stooping or crouching, kneeling, reaching, pushing, grasping, talking and hearing.
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point.
- Medium work – exert up to 5 pounds of force continuously and/or over 60 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree
- Machine Tools Equipment and Work Aids: Ability to create and manipulate text in an Excel spreadsheet
- Proficient in word processing applications
- High speed buffer, wet vac, lawn mower, snow blower, scrubber and yard blower

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Subject to both inside and outside conditions.
- Must be able to withstand extreme temperatures as well as potentially hazardous environments.
- Must be physically able to wear dust mask/respirator and face protection.

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**



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**Review/Approvals:**

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Employee

Date

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Immediate Supervisor

Date

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Human Resources

Date

*In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.*