



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

Position Title:	Head Custodian
Payroll/Personnel Type:	12 Month
Reports to:	Building Commissioner and/ or Designee

Position Summary:

Under the direction of the Building Commissioner or his/her designee, the head custodian performs duties required for cleaning, sanitizing and maintaining a school buildings 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, whiteboards, 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 to include: sidewalks, steps and entrances; dispose of trash around schools and other building
- 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 work order 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

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

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 School



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CAREER OPPORTUNITY

- Requires a satisfactory performance record and all necessary certifications to include Hazmat, OSHA 10, MSD (Material Data) training, CPR training, and Fire extinguishing training
- Outside applicants must possess a total of three years' experience as a Lead Custodian or five years' experience in a custodial position with the knowledge of cleaning procedures and equipment operations

Education:

- High School Education or Equivalent
- Must attend and successfully complete in-service training given by St. Louis Public Schools on boilers/housekeeping
- OSHA 10, MSDS (material data) training, CPR training, and fire extinguisher training (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 60 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 throughout a 4-hour shift
- 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

Working Conditions and Environment:

- Work is routinely performed both inside/outside
- 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.

Review/Approvals:

Employee Date Immediate Supervisor Date

Human Resources Date



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

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.