



Lenoir City Schools

Job Description

Position Title:	Head Custodian
Reports To:	Supervisor of Support Services
Job Goal:	To provide students with a safe, attractive, comfortable and clean place in which to learn, play and develop
Term of Employment:	12 Months

Responsibilities: (Include but are not limited to)

- Know and follow all school board policies.
- Supervise and coordinate activities in keeping buildings and grounds clean, safe and sanitary.
- Oversee inventories of cleaning supplies and equipment.
- Request, on a timely basis, maintenance and repairs of building when needed.
- Participate in general cleaning and maintenance of the school building; dust furniture and sweep classrooms daily; scrub and disinfect toilet fixtures and floors daily; use appropriate chemicals for cleaning; clean corridors daily; clean and disinfect drinking fountains daily.
- Work off a ladder without dizziness; load and unload equipment and supplies; carry desks, chairs, tables and other furniture.
- Maintain cleanliness of school grounds; pick up debris; weed shrub and flower beds; remove snow from walks and drives.
- Assume responsibility for the general security of the building, opening and closing each day.
- Assume responsibility for the general fire safety of the building.
- Perform any and all other duties as assigned by the Supervisor of Support Services and the Principal.

Qualifications:

- High School Diploma or GED.
- Experience in general cleaning and maintenance of buildings and grounds.
- Ability to read basic operating instructions and write reports.
- Maintain a neat and clean appearance.
- Ability to work with and direct a crew of building custodians.
- Ability to interpret policies as related to job functions.
- Possess good oral and written communication skills.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.).