
TITLE: HEAD CUSTODIAN

Qualifications: 1.. Able to ensure that established standards of cleanliness, sanitation, safety, and security are met in each of Canterbury's school building and on school grounds.

2. Able to follow oral and written instructions.
3. Demonstrates a cooperative and courteous manner.
4. Demonstrates a positive attitude towards work.

Reports to: Director of Facilities

Salary: As negotiated

DUTIES AND RESPONSIBILITIES**1. Administrative**

- A. Schedule all custodian activities so as not to interfere with any Curricular or extracurricular activities and, during normal duty hours,
- B. Cooperates with staff and students in the daily operation of the school.
- C. Prepares shift schedules when custodians call out
- D. Arranges for physical requirements for school rental, dances, and other activities.

2. Custodial

- A. Maintains the cleanliness and general repair of the building and grounds
- B. Building safety including responding to alarm monitoring calls to check building security.
- C. Plowing parking lots and driveways) shovels, and sand walks, driveways, parking areas and steps as necessary and appropriate.
- D. Performs related duties as required for daily operation of the school.as requested by the Facilities Director

TERMS OF EMPLOYMENT: Work year to be established by the Board.

EVALUATION: This position is subject to the employee evaluation process presently implemented in the Canterbury school district.

BOE Approval: June 12, 2018

Date