



Morehouse Parish School System LEAD CUSTODIAN – BASTROP HIGH SCHOOL

MPSB approved 07/12/2022



QUALIFICATIONS:

Applicant shall be able – bodied and have sound health. The applicant must have skills in the work of the position and must be able to read, write and follow written instructions. Applicant must be able to pass an examination to indicate these competencies or have a high school education or equivalent. Applicant must hold a valid driver’s license with a safe driving record. Candidates should have at least three (3) years’ experience as a custodian, documented satisfactory performance, and demonstrates a strong knowledge of cleaning techniques, materials, and equipment.

REPORTS TO: Supervisor / Administrator in Charge

EVALUATOR: Supervisor / Administrator in Charge

JOB SUMMARY: To ensure the overall maintenance, cleanliness, and safety of the school grounds and facilities. Administrative responsibilities include overseeing other custodians on campus, providing custodian related training/support, accounting for custodial supplies, materials, and equipment, and acting as a positive role model for coworkers and students.

TERMS OF EMPLOYMENT: 12 months

COMPENSATION: Level 2 Schedule 2

Regular Custodian’s Hourly Rate \$10.20 (0 -3 yrs. experience)

Additional annual stipend of \$2,000

PERFORMANCE RESPONSIBILITIE (Regular Custodian)

1. Shall keep all corridors, hallways, buildings, walkways and grounds in a clean and sanitary condition.
2. Shall clean and dust all parts of the buildings daily, paying special attention to classrooms, restrooms, and drinking/water stations.
3. Shall keep the principal informed of the condition of the equipment at the school.
4. Shall request supplies necessary to perform designated duties in a timely manner so as not to delay work.
5. Shall regulate heat, ventilation and air conditioning systems to provide appropriate temperatures and to ensure economical use of fuel, water, and electricity as assigned by site supervisor.
6. Shall make minor repairs as required.
7. Shall report needed major repairs immediately upon discovery to site supervisor.
8. Shall report any damages to school property to the principal immediately upon discovery.
9. Shall be present on the school premises during school hours and during non-school hours when the use of the buildings has been authorized and presence is required.
10. Shall be present in the school assigned during the work hours established and must not leave the school or school grounds during this period without permission from supervisor or the principal.
11. Shall assume the responsibility for opening and closing of the buildings each school day and determine that all doors and windows are secured prior to leaving each day. Assure that all lights designated to be off are off and that all lights designated to remain on for security and safety reasons are on and are working properly.
12. Shall maintain equipment at the school through regular inspection and performance of general maintenance procedures, such as changing filters, replacing light bulbs, etc.
13. Shall accept responsibility for the safety of students and teachers against hazards of fire and accidents.

ADMINISTRATIVE FUNCTIONS (Additional Duties of LEAD BHS Custodian)

14. Shall coordinate with the Administrator-in-Charge and/or the Maintenance Supervisor in initiating maintenance service requests according to district procedures. Follows-through to ensure that maintenance is performed in a timely manner.
15. Shall lead in maintaining school inventory and requesting cleaning supplies, materials and equipment needed to accomplish assigned tasks.
16. Shall secure equipment and supplies and protect against pilferage, loss, theft, or abuse.

LEAD CUSTODIAN – ADMINISTRATIVE FUNCTIONS (continued)

- 17. Shall provide support, guidance, and needed training for custodians for them to perform job requirements in a safe and timely manner.
- 18. Shall secure school building to insure proper building security at all times.
- 19. Shall perform other duties as assigned by higher authority.

ACCOUNTABILITY: Performance of this job will be evaluated at least annually in accordance with provisions of the Morehouse Parish Evaluation of Support Services Personnel. The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organization structure, or state/federal laws subject to Board approval.

APPROVED BY: _____ DATE: _____
 Position/ Title: _____
 Reviewed and Agreed to by: _____ DATE: _____
 Employee

INTERNAL JOB AD.

THIS OPPORTUNITY IS ONLY AVAILABLE TO CUSTODIANS ALREADY EMPLOYED WITH MOREHOUSE PARISH SCHOOLS.

COMPLETE AN APPLICATION ONLINE -- <https://www.mpsb.us/job-openings>

or complete an application form at the Central Office – 4099 Naff Ave. Bastrop

Deadline for applications: July 22, 2022 at 3 pm