



**HOMEWOOD CITY SCHOOLS**  
Office of the Superintendent

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Please Post

## **POSITION ANNOUNCEMENT**

**January 16, 2025**

The Homewood City Board of Education is currently seeking applicants for:

### **Head Custodian – Hall Kent – 12 months**

Applicants should be properly qualified for the position. Salary will be based on experience and qualifications. (Non-certified, 12 month/240 days)

Applications may be [submitted here](#).

Internal applicants should only submit an email of interest and a current resume to  
Dr. Zachary Barnes.

*It is the policy of the Board that no person in this district shall, on the basis of race, sex, religion, belief, national origin, age, disability, ethnicity, sexual orientation, gender identity, and/or any personal characteristic(s), or an affiliation with the Boy Scouts of America, be denied the benefits of, or be subject to discrimination in any education program or activity. This includes employment, retention, and promotion.*

# Homewood City Schools

## Role Description

**POSITION TITLE:** HEAD CUSTODIAN

**JOB SUMMARY:** Work involves assigning and reviewing the work of employees who clean and maintain school buildings, structures and grounds. The head custodian participates in all aspects of cleaning and maintenance. Work assignments are routine and must ensure health department guidelines are maintained. Team work and cooperation is necessary for success. A formal evaluation is conducted by the principal.

**REPORTS TO:** Principal

**SUPERVISES:** Building site custodial workers

**PERFORMANCE RESPONSIBILITIES:**

- Plans, organizes, assigns and reviews the work of custodial employees engaged in their job assignments.
- Ensures an adequate supply of all material and supplies and keeps accurate inventory.
- Provides assistance, guidance and training to new employees regarding proper procedures.
- Cleans rooms which include but is not limited to cleaning furniture, chalkboards, floors, and equipment with cleaning solutions, chemicals, and disinfectant; cleans and sanitizes bathrooms; replenishes soap, tissues, and towels.
- Sweeps, mops, waxes, and buffs floors; vacuums and shampoos carpets; dusts and cleans windows, walls, hallways, elevators, stairs, closets, shelves, storage or other designated areas including building entrances and exits.
- Empties waste containers, replaces liners, and removes trash and debris from grounds.
- Mows grass around facility; trims and cuts shrubbery as needed.
- Recognizes potential problems and reports immediately to the Principal.
- Uses equipment/supplies in a safe and efficient manner.
- Will be subject to call out in emergency situations.
- Exhibits an understanding of being a public employee and serving the public.
- Is prompt, punctual, dependable, and displays appropriate workplace appearance.
- Maintains positive interaction with others.
- Knows and follows board policy for Homewood City Schools.
- Performs any duties or tasks as assigned by the principal. Specific directions and duties will be outlined by the principal.

**PHYSICAL DEMANDS:**

Work requires frequent physical effort such as bending, standing, walking and/or light lifting and carrying objects of moderate weight of 15 to 49 pounds for short a duration; occasionally lifts and carries heavy objects of 50 pounds or over.

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