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## Head Custodian Resume

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### Job Objective

Seeking a challenging position as a Head Custodian where my skills and knowledge will add value to organization.

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### Highlights of Qualifications:

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- Highly experienced in development, management, and supervision of custodial staff
  - Sound knowledge of custodial methods, equipments, and materials
  - Immense knowledge of proper handling and disposal of hazardous materials
  - Familiarity with light building maintenance and housekeeping tasks
  - Ability to maintain confidentiality of proprietary information
  - Ability to obtain and maintain all mandatory licenses related to custodian work
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### Professional Experience:

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Head Custodian  
Westport Public Schools, Westport, CT  
August 2012 – Present

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### Responsibilities:

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- Inspected and assessed all assigned building and surrounding areas, regularly.
- Detected and reported all building and equipment servicing needs to authorized personnel.
- Assigned, supervised, and evaluated the work of all custodial staff, as needed.
- Procured, received, and replenished the stock level of all work related materials and equipments.
- Produced and submitted all mandatory documentation to higher authorities, on time.
- Protected and maintained all confidential and sensitive work-related data.

Head Custodian  
Loudoun County Public Schools, Ashburn, VA  
May 2009 – July 2012

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### Responsibilities:

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- Scheduled, delegated, and supervised the work of all assigned custodians.
  - Protected all assigned properties and ensured safety of occupants and visitors.
  - Monitored and maintained the cleanliness and visual appeal of assigned area.
  - Assisted with minor repair activities and reported all major repair and maintenance tasks to supervisor.
  - Ordered and maintained the inventory-level of all needed equipments and supplies.
  - Prepared and submitted accurate and timely reports related to work activities.
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### Education:

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Bachelor's Degree in Liberal Studies  
Butte College, Oroville, CA

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