

HEAD CUSTODIAN

DEFINITION:

Under general supervision, the Head Custodian opens the school/site and keeps assigned structures and surrounding areas in a clean, sanitary, safe and orderly condition; performs custodial and cleaning duties; daily meets with and coordinates the work of evening custodial staff; does special cleaning assignments, including those involving outside areas as requested; secures rooms, buildings and appurtenances; during Winter, Spring and Summer recess periods Head Custodians work under the general supervision of the Supervisor of Warehouse, Custodial and Emergency Services; assumes and performs related work as is necessary or required.

CLASS CHARACTERISTICS:

The Head Custodian is distinguished from the Custodian class in that the primary assignment is the opening, cleaning, and performance of minor maintenance tasks at District offices and school sites during daytime business hours and that of the Custodian is to clean, close, and lock-up the District office and school sites and perform other assigned duties during evening hours.

EXAMPLES OF DUTIES:

Sweeps, mops, scrubs, and waxes floors and surfaces of many types and kinds; *E*

Vacuums rugs, carpets, and other areas and, as site schedule permits, shampoos and/or spot cleans carpets and mats; *E*

Cleans restrooms, locker rooms, showers, walls, windows, and whiteboards; *E*

Picks up litter from around the school/site, empties trash and waste receptacles, fills soap and paper dispensers, and changes light bulbs as necessary; *E*

Turns lighting on/off as appropriate, unlocks, locks, and secures areas as appropriate; *E*

Cleans and prepares facilities for lunch and nutrition periods indoors or outdoors depending on the weather; *E*

Checks areas for vandalism, repairs damage, and cleans/removes graffiti as necessary; *E*

Moves and arranges furniture and equipment for special events and activities; *E*

Responds to a variety of urgent and/or emergency calls for custodial, light maintenance, or other services; *E*

Sweeps walks, breezeways and other exterior areas; *E*

Performs light maintenance tasks on buildings and general grounds at a school or office site including, but not limited to, doing minor repairs on furniture, office and instructional equipment, carpet, locks, doors, hinges and related closing devices, plumbing and/or restroom, and playground equipment; writes and monitors work orders for the more major repairs; *E*

Keeps principal informed of custodial needs, work completed, supply and equipment needs and/or orders placed and the scheduling of custodial work; *E*

Provides assistance to maintenance staff in performing District zone maintenance tasks; *E*

Conducts regular facility inspections for safety and to determine maintenance and repair needs; *E*

Rakes and ensures proper depth of wood chips in sand box areas where playground equipment is located; *E*

Works with community groups that use school grounds and facilities to ensure rooms are properly set up and configured to meet user requirements; *E*

***E* denotes an essential function of the job.**

Delivers received school/office supplies to appropriate staff and /or location.

May provide training for evening custodial staff;

May schedule and/or inspect the work of evening custodial staff;

May provide input regarding employment, retention and evaluation of evening custodial staff;

Dusts, waxes, washes and polishes furniture, woodwork, cupboards, counters and other surfaces and areas as site schedule permits;

May adjust thermostats, as authorized and/or required;

May water lawns and shrubs;

May assist in enforcing closed campus policy and may provide a custodial presence during lunch and/or nutrition periods.

SUPERVISION:

General supervision is received from a Principal/site supervisor or designee during normal school session. During Winter, Spring and Summer recess periods general supervision is received from the Supervisor of Warehouse, Custodial and Emergency Services.

Supervision is not exercised over other employees. However, leadership, guidance, and specific cleaning assignments may be provided to evening custodial staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

Proper methods, materials, tools and equipment used in custodial and light building maintenance work;
Appropriate safety precautions and procedures;
Basic math;
Principles of leadership and training.

Ability to:

Perform basic custodial and light building maintenance work;
Establish and maintain effective working relationships;
Lead and provide direction/training on cleaning methods for evening custodial staff;
Read, write, understand and follow verbal and written instructions in English, including those found on custodial supplies and equipment and following a work schedule;
Communicate in English, well enough to be understood and convey specifics in emergency situations;
Work safely and effectively with considerable independence;
Perform strenuous physical work without close supervision;
Maintain simple records.

EDUCATION AND EXPERIENCE:

Individuals possessing the knowledge, skills and abilities listed above are considered to possess education sufficient to succeed in this classification. One year of experience as a custodian working independently in cleaning and maintaining major buildings and adjacent areas is required, prior experience in custodial work for a school district is desirable.

LICENSE REQUIRED:

Some positions may require possession of a valid and appropriate California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Performs heavy work - occasionally lifts, carries, and/or pushes objects weighing up to 100 pounds; frequently lift, carries, and/or pushes objects weighing 25 or more pounds; walks (occasionally on uneven surfaces), stands, climbs (ladders/stairs), stoops, kneels and bends and uses both legs; reaches above shoulders; uses fingers on both hands simultaneously to grasp irregularly shaped objects; **communicates clearly and is able to understand normal voice conversation**; visual acuity sufficient or correctable to sees small details and long distances; may drive a vehicle and operates mobile motorized equipment; works inside and outside; is exposed to temperature changes, dust, pet dander, chemicals, strong odors and minor contagious illnesses; has direct contact with public, students and other district staff; frequently works with deadlines without direct guidance from supervisor; employment is contingent upon passing physical and back evaluation test.

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