



For the future of every student

CLASSIFICATION TITLE: HEAD CUSTODIAN I

BASIC FUNCTION:

Under the direction of the Custodial Supervisor, lead and participate in a variety of custodial activities to assure buildings and adjacent grounds areas at an assigned middle school or high school are maintained in a clean, orderly, safe and secure condition; train and provide work direction and guidance to assigned personnel.

DISTINGUISHING CHARACTERISTICS:

The Head Custodian I classification serves as a lead at an assigned middle school site or smaller high school campus. Incumbents provide work direction to a smaller work crew. The Head Custodian II classification serves as a lead at a high school site. Classification duties are larger in scope, complexity, and responsibility, and incumbents provide work direction to a larger work crew.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead an assigned custodial crew in cleaning classrooms, cafeterias, offices, library, kitchens, gymnasium, hallways, lounges, locker rooms and other facilities; assure school buildings, facilities and adjacent grounds areas are maintained in a clean, orderly, safe and secure condition.

Coordinate staff, projects and communications to meet school custodial needs; assist with developing and implementing custodial projects and daily activities; confer with staff and administrators regarding custodial needs, inspections, priorities, issues, problems and projects.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review completed work and work in progress for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested.

Oversee and participate in the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets; spot mop spills; remove gum, debris and graffiti as needed.

Lead and participate in cleaning and disinfecting drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with paper towels, soap, toilet paper, seat covers and other items; clean mirrors, tile, walls, light fixtures and windows; unclog drains and toilets.

Oversee and participate in picking up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school buildings; empty waste receptacles and replace liners.

Dust, sanitize and wipe down desks, furniture, doors, countertops, equipment and woodwork; move and arrange furniture and equipment as required; clean chalkboards, whiteboards, chalk trays and erasers as needed; empty pencil sharpeners.

Coordinate and prepare facilities for use by the school or community groups; oversee and participate in the set-up and assembly of chairs, tables and other furniture and equipment for meetings or special

events; assure proper clean up of furniture, equipment and debris following these events.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, blowers, pressure washers and other equipment as assigned.

Inspect middle school facilities to identify custodial, maintenance and repair needs; assure proper identification and resolution of fire, safety, sanitary and security hazards; coordinate response to emergency custodial needs; arrange for maintenance and repairs as needed.

Oversee and participate in preparing and cleaning tables, chairs, benches and floors after breakfast and lunch periods as assigned.

Communicate with District personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Lock and unlock doors, windows and gates as appropriate; set alarms as required; maintain security of assigned areas according to established guidelines.

Perform minor maintenance and repairs on facilities, furniture, lockers and equipment; replace light bulbs as needed.

Monitor inventory levels of custodial supplies; assist with ordering, receiving and maintaining inventory of custodial supplies as assigned; pick up and distribute a variety of classroom, office and custodial supplies and materials as required.

Prepare and maintain various records and reports related to assigned activities; generate and distribute work orders.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean and orderly condition.

Principles of training and providing work direction.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Appropriate safety precautions and procedures.

Record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

Lead and participate in a variety of custodial activities.

Assure school buildings, facilities and adjacent grounds areas are maintained in a clean, orderly, safe and secure condition.

Inspect completed work for accuracy, completeness and compliance with established standards and procedures.

Train and provide work direction and guidance to assigned personnel.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Use cleaning materials and equipment in a safe and efficient manner.
Operate and maintain a variety of custodial equipment.
Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Observe health and safety regulations.
Meet schedules and time lines.
Maintain various records related to work performed.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and two years experience performing custodial activities.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working on ladders.

Approved by Personnel Commission: 09/19/2007
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