

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: HEAD CUSTODIAN

BASIC FUNCTION:

Under the direction of a site administrator, High School Plant Supervisor or Maintenance Supervisor, responsible for maintaining assigned school site in a clean, safe and orderly manner; perform basic building maintenance and school grounds cleaning; coordinate the use of the facility and the furniture and equipment at the site.

REPRESENTATIVE DUTIES:

1. Unlock doors, gates and bike racks; turn off alarms; put up and take down flags; check for vandalism and graffiti; repair as needed.
2. Vacuum and shampoo carpets and rugs; dust and clean sinks, tables and counters; wash windows and walls; sweep, mop, strip and wax floors.
3. Clean playgrounds with blower; rake leaves; pick up trash; sweep walkways.
4. Arrange furniture as directed; set up for special events.
5. Clean lunch table; hose off lunch areas; empty and wash trash cans.
6. Clean and disinfect sinks, toilets, urinals and showers; clean locker rooms.
7. Deliver books, supplies, furniture and equipment to various parts of the campus.
8. Inspect and maintain playground equipment; hang tether balls.
9. Replace light bulbs and tubes; open clogged drains; perform minor repairs as time permits; report needed repairs to appropriate personnel.
10. Maintain adequate inventory of cleaning, maintenance and building supplies and tools.
11. Prepare monthly reports on preventative maintenance and safety.
12. Establish regular cleaning schedules for day and night custodial work; provide guidance and direction to other custodians on the site as necessary.
13. Prepare periodic inspections, using the Quality Control Rating Form, of classroom cleaning and provide information to the site administrator or supervisor.
14. Provide guidance and coordination of cleaning schedules and custodial staff when students are not in session.
15. Perform minor repairs such as replacement of door stops, light switches and minor carpet repair.
16. Check and perform routine maintenance on furnaces, water heaters, air conditioning equipment and air compressors including changing filters, cleaning and setting timers.
17. Attend and participate in regularly scheduled district meetings.

18. Unlock and lock facilities for special events; orient visitors with facilities as needed; assist in checking for lost items.
19. Secure doors, windows and gates; set alarms; assist in enforcing campus rules and regulations regarding prohibited behavior and activities.
20. Empty trash and replace trash can liners; empty pencil sharpeners; refill paper towel and other dispensers.
21. Dust furniture, shelves, window sills, blinds, baseboards and equipment, wash walls and windows; erase and clean chalkboards and whiteboards; clean eraser trays and erasers when students and staff are not utilizing classrooms.
22. Generate and monitor work order requests, move requests and other site improvements using the district's online work order system.
23. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, tools, materials and equipment used in cleaning buildings and grounds
Building and equipment maintenance and repair
Record-keeping techniques
Health and safety regulations

ABILITY TO:

Maintain buildings and grounds in a clean and safe manner
Perform basic building and equipment, maintenance and repair
Understand and follow oral and written directions
Work cooperatively with others
Establish and maintain effective working relationships with others
Lift objects weighing 100 pounds
Meet schedules and timelines
Maintain records and prepare reports

EDUCATION AND EXPERIENCE:

High School Diploma, GED or certificate of completion.
Two years of experience performing general custodial duties.

WORKING CONDITIONS:

Indoor and outdoor environment; lift, carry, push, pull or move up to 100 lbs.; stand, walk, sit, kneel, squat, crawl, stoop, bend, climb; use repetitive twisting/pressure involving wrists/hands; work with arms above shoulder level; repetitive use of hand, arm, shoulder; talk and hear normal conversation; exposed to temperature changes; work in damp or wet areas; frequently have hands in water; close/distance vision and depth perception; may be exposed to airborne particles, strong odors, fumes, chemicals, toxic materials; work around moving vehicles; exposed to minor contagious diseases; have direct contact with students, district staff, site administrators, general public; work independently; work with tools, power tools and equipment (e.g. turf vac, hand blower) with noise levels up to 96.5 dB; eye and ear protection may be required.

SALARY RANGE: 62

ADOPTED BY PERSONNEL COMMISSION: April 10, 2019
APPROVED BY BOARD OF EDUCATION: April 16, 2019