

## **Head Custodian - District Office**

### **Purpose Statement**

The job of Head Custodian - District Office is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for, staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for activities and campus events; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Custodial Manager

### **Essential Functions**

- Cleans assigned facilities and/or grounds (e.g. offices, restrooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Conducts a variety of training and drills with staff (e.g. fire, intruder, earthquake, health and safety, etc.) for the purpose of ensuring that emergency procedures are in order, alarm systems are operational and/or established procedures are effective.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Distributes custodial supplies and equipment for the purpose of disseminating materials to custodial staff and/or storage locations.
- Informs site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Monitors staff in and around work areas (e.g. halls, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Oversees facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, etc.) for the purpose of ensuring proper functioning and usability of items.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.

- Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Replenishes rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Responds to inquiries from staff, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; and meeting deadlines and schedules.

##### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

##### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling,

crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 35% walking, and 50% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

Physical Capacity Assessment

**Continuing Educ. / Training**

**Certificates and Licenses**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**