



Classification Specification

HEAD CUSTODIAN

Department:	Facilities Services and Maintenance
Reports To:	Site Administrator; Supervisor-Custodial Services
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Plan, organize, monitor, and schedule custodial services; perform a variety of custodial duties and special cleaning operations in addition to assigned building/grounds maintenance and minor repair work; oversee and support assigned custodians in the performance of their assignments to ensure completion in a proper, safe, and timely manner; ensure an attractive, clean, safe, sanitary, and organized environment for students, staff and visitors of the school district; oversee preparation of facilities for classroom activities and campus events; train and provide work guidance for custodial crews.

Essential Duties and Responsibilities:

- Lead, plan, organize, and schedule custodial services at assigned site; monitor the work of others in performing a variety of custodial tasks, including minor preventive maintenance; train, provide work guidance, and coordinate the work of custodial crews.
- Perform routine custodial activities at assigned site; sweep, scrub, mop, strip, wax, and polish floors; vacuum rugs and carpets of site facilities; spot clean and shampoo carpets.
- Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, hallways, and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris, and graffiti.
- Assist in minor maintenance repair work such as painting, plumbing, and other projects as assigned.
- Operate, maintain, and repair various small and large power equipment, and other custodial/grounds equipment, including vacuum cleaner, polisher, power washer, tractor, and blower; operate other custodial equipment as assigned; follow district safety procedures when operating, maintaining and repairing equipment.
- Provide input in the selection and evaluation of custodial staff; maintain time records for assigned personnel.
- Monitor and maintain inventory levels of custodial supplies; distribute and replenish custodial supplies and materials as directed; submit work orders for supplies and needed repairs; maintain various records related to inventory and assigned custodial activities.

- Organize and assist with ice and snow removal.
- Lead and participate in the thorough cleaning and restoration of campus facilities during summer and vacation periods.
- Prepare site for daily operations ensuring facilities are operational and hazard free.
- Inspect and maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition as assigned.
- Secure site and facilities to minimize property damage, equipment loss, and potential liability; maintain security of assigned areas according to established guidelines.
- Coordinate the use of school facilities by community organizations and outside groups; plan and coordinate custodial work as necessary to prepare facilities for special events; move and arrange furniture and equipment.
- Consult with site administrative personnel regarding planning, prioritizing, and scheduling custodial activities, safety concerns, and achieving site maintenance objectives.
- Prepare classrooms, gymnasiums, and other facilities for special events or meetings as assigned; set up and assemble chairs, tables, and equipment; clean equipment and debris following events.
- Respond to inquiries from staff, students, or visitors and provide information or directs inquiry to appropriate personnel.
- Deliver a variety of items such as supplies, mail, packages, and furniture.
- Operate a computer and assigned software; drive a vehicle to conduct work.
- Attend and participate in meetings and trainings as assigned.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

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.
- Basic building maintenance and repair.
- Methods, equipment, and materials used in general custodial and maintenance work.
- Basic inventory methods and practices.
- Principles of leading, training and providing work direction to assigned staff.
- Requirements of maintaining buildings in a safe, clean, and orderly condition.
- Appropriate safety precautions and procedures.
- Oral and written communication skills.
- Basic record-keeping techniques.
- Safety practices related to loading and lifting heavy objects.

Ability to:

- Lead, plan, organize, and schedule custodial services at assigned site.
- Perform a variety of independent custodial activities at an assigned school site or facility.
- Maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate and maintain a variety of custodial equipment.
- Maintain tools and equipment in clean working order.
- Perform a variety of routine maintenance and repairs to facilities, equipment, and furniture.

- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Train and provide work direction to assigned staff.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Operate a computer and assigned software.
- Maintain routine records related to work performed.
- Meet schedules and timelines.
- Use power and hand tools.
- Perform moderate to heavy manual work.
- Establish and maintain cooperative working relationships with others.
- Follow established routines.
- Work without immediate supervision.
- Learn proper procedures and locations of emergency equipment.

Education: High school graduation or equivalent GED.

Experience: Three (3) years of increasingly responsible custodial work experience.

Licenses, Certifications, and other requirements:

- Valid California Class C driver’s license.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/outdoor work environment.
- Exposed to fumes from cleaning and chemical products used in the performance of cleaning, working alone at night in classrooms.
- Work on ladders to replace light bulbs or other high-level tasks.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Stand and/or walk around for extended periods of time.

- Hear and understand speech at normal levels.
- Communicate to clearly understand and respond at normal levels.
- Bend, twist, stoop, or kneel, lift objects up to 75 lbs. in weight.
- Carry objects up to 50 lbs. in weight.
- Reach in all directions.
- See for the purpose of watching for students.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.