



## JOB DESCRIPTION

**Position Code:** 646  
**Classified Group:** CSEA  
**Salary Range:** 24  
**Work Days:** 261  
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**POSITION TITLE:** Elementary Head Custodian

**DEFINITION:** Under general supervision, responsible for the overall coordination involved in the cleaning and care of an elementary school, charter school, continuation high school, special education site, or similar facility which includes day-to-day contact with students, staff, and the night custodian(s).

**DIRECTLY RESPONSIBLE TO:** Administrator or Custodial Services Supervisor

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Plans, assigns, inspects, and performs routine cleaning in a school or district facility.
2. Confers with the site administrator and custodial supervisor regarding site activities, cleaning programs, and staff.
3. Performs preventive maintenance and minor repairs to buildings, fixtures, and equipment and reports needs for major repairs.
4. Inspects buildings and grounds for vandalism and safety hazards.
5. Set up rooms and equipment for meals, meetings, and special activities.
6. Monitors and instructs personnel regarding building security measures.
7. Develops and maintains site checklists and inspection reports.
8. May update Material Safety Data Sheets (MSDS) binders and other records for compliance purposes.
9. Sweeps, mops, and waxes floors, dusts and polishes furniture, washes windows and walls, cleans rest rooms, disposes of trash, and maintains grounds areas.
10. Assists students, staff, and other users of facility in various custodial activities.
11. Keeps records.
12. Instructs personnel in proper maintenance procedures.
13. Prepares requisitions for supplies.
14. Receives and stores supplies and equipment.
15. Checks and operates heating, air conditioning, and other mechanical systems.
16. Waters lawns and planted areas.
17. Performs related work as required.

### **QUALIFICATIONS:**

#### Education and Experience:

Any combination of training, education, and experience that demonstrates ability to coordinate the custodial services at a school or similar facility.

#### Licenses and Certificates:

- Valid California Class driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of standard cleaning practices, methods, materials, tools, equipment, hazards, and safety precautions related to custodial work
- Knowledge of basic operation and maintenance of mechanical systems
- Knowledge and skill in use of computers and assorted software programs
- Ability to maintain facilities and grounds in a safe, clean, and orderly condition
- Ability to effectively train and direct the work of others
- Ability to use common cleaning materials and equipment
- Ability to carry out varied work tasks with interruptions in allotted periods of time
- Ability to keep simple records
- Ability to plan and carry out a systematic building cleaning schedule
- Ability to understand and follow verbal and written instructions
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community

**WORKING CONDITIONS:**

Work Environment:

- Indoor and outdoor work environment
- Seasonal hot/cold weather
- Wet or humid conditions
- Moderate to loud noise from equipment

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Move about schools and facilities to conduct work, including crawling, bending, stretching, stooping, kneeling, crouching and remaining in a stationary position for long periods of time
- Transport, move, and lift large objects weighing up to 75 pounds
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Inspect documents and other written materials with fine print
- Inspect facility
- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Work near moving mechanical parts
- Exposure to fumes, airborne particles, and toxic or caustic chemicals
- Exposure to vibration

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approval: 6/13/2017  
Adopted: 10/08/1985  
Revised: 4/11/2000  
Revised: 5/24/2017