

HEAD CUSTODIAN/CUSTODIAL TRAINING SPECIALISTDEFINITION

Under general supervision, to plan and personally perform routine cleaning and head custodian assignment at the District Office and/or other designated locations. Under direction of the Director of Personnel Services, Director, Classified Personnel, and the Director of Maintenance, to assess custodial training needs, to develop and administer training programs to head custodians, custodians and substitute custodians.

DISTINGUISHING CHARACTERISTICS

This is a one position class, involving all the responsibilities of a Head Custodian in the cleaning and care of the District Office and/or other designated locations, as well as the responsibility to provide and administer specified custodial training programs for head custodians and to supplement custodial training provided at site level by head custodians. This position provides counsel, guidance and instruction to custodial trainees. This position involves contact with school administrators, staff members, students and the general public. Periodically, working schedule flexibility is necessary to administer the testing and/or training programs for custodians.

ESSENTIAL FUNCTIONS

Confers with designated supervisor regarding care and cleaning programs at the District Office and/or other identified locations.  
Performs minor repairs to building fixtures and equipment.  
Reports needed major repair work to the proper authorities.  
Receives and acts upon requests from staff members, opening and closing windows, moving desks and equipment, and performing a variety of other tasks.  
Operates and checks low pressure boilers, lights, and gas heaters as needed.  
Cleans, replaces filters.  
Supervises and/or personally performs the cleaning of walls, furniture, woodwork, and other equipment.  
Supervises and/or personally performs the sweeping, scrubbing, waxing, and polishing of floors.  
Inspects buildings and grounds for fire, sanitary, and safety hazards, and makes report to supervisor.  
Arranges facilities for Board, Cabinet, Management, other committee and civic meetings, directs visitors, and safeguards site property.  
Keeps records and prepares reports.  
Performs grounds-gardener functions at the site.  
Replaces broken windows.

TRAINING SPECIALIST DUTIES

Confers with Director of Classified Personnel and/or the Director of Maintenance regarding custodial training needs and programs.  
Conducts preliminary facility surveys in conjunction with other head custodians to determine staffing allocations.  
Assesses custodial training needs, and develops and administers appropriate custodial training programs for head custodians, potential head custodians, substitute custodians, and custodian remediation.  
Writes and compiles custodial training handbooks, handouts, etc.  
Conducts orientation training programs for substitute custodians and potential head custodians.  
Provides individual "hands on" training at a designated location as needed upon request for substitute custodian and/or potential head custodians.  
Meets the public, school administrators, and operations staff tactfully and courteously.  
May operate office machines such as typewriter, computer, calculator, photocopy machines.

QUALIFICATIONS

Knowledge of: Modern cleaning methods and the use and care of cleaning materials, chemicals, solvents and equipment; requirements for maintaining school buildings and grounds in a safe, clean, and orderly condition; techniques of basic instruction, supervision, scheduling time management and organization structures.

Ability to: Supervise the work of others; use cleaning materials and equipment with skill and efficiency; use basic mechanical tools in performing minor repairs and adjustments; operate heating, ventilating and air-conditioning equipment; follow verbal and written directions; develop and administer custodial training programs responsive to assessed custodial training needs; speak and write effectively; work cooperatively with those contacted in the course of work; correctly demonstrate sufficient strength, mobility and range of motion to arm lift 53 pounds and floor lift 53 pounds in an employee entrance evaluation.

Experience: Three years of responsible experience in custodial work; experience or education in training methods and supervisory techniques.

Education: Equivalent to completion of the twelfth grade.