

HEAD CUSTODIAN I

DEFINITION:

Under direction of Principal, Assistant Principal, or designee, plan and assign the work of night and substitute custodians, and personally perform routine cleaning work in schools or office buildings and grounds of the District; and to do related work as required.

QUALIFICATIONS:

Experience: Two years of responsible experience in custodial work.

Education: Equivalent to completion of the twelfth grade.

DISTINGUISHING CHARACTERISTICS:

- This class is characterized by continuing overall responsibility for the cleaning and care of a school plant or other District buildings, and by day-to-day contact with school administrators, teachers, custodians, other district personnel, and general public.
- Demonstrate ability to work independently and with a small crew.
- Be successful in completion of duties as assigned.
- Incumbents are working supervisors and personally perform many of the duties assigned to incumbents of lower custodial classes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of Principal, Assistant Principal, or designee, incumbent will:

- Confer with Principal and supervisors regarding care and cleaning programs at the school site.
- Prepare work assignments based on district time allocations and see that work is effectively communicated and done in accordance with instructions.
- Report needed repair work and maintenance issues to the proper authorities through the appropriate channels, including work order system, email, or phone.
- Perform minor repairs and adjustments to building fixtures and equipment.
- Receive and act upon requests of faculty members, such as opening and closing windows; moving desks, district furniture, and equipment. biohazard clean-ups; and performing a variety of other tasks related to duties.
- Operate and check low pressure boilers, lights, gas and electric heaters as needed, in accordance with district training.
- Oversee the work and personally perform routine maintenance tasks including:
 - Replacing lighting fixture lamps and HVAC filters, per district standards.
 - Cleaning/removing leaves and debris from all storm drain intakes, including roof drains, gutters and ground level intakes to prevent pooling and flooding.
 - Properly maintaining all janitorial tools and equipment in clean and good working order.
 - Cleaning of walls, counters/shelves, doors, furniture, woodwork, and other equipment.
 - Sweeping, scrubbing, vacuuming, cleaning, waxing, finishing, and polishing of floors.
- Inspect buildings for fire, sanitary, and safety hazards; make reports to the Principal.
- Cone or caution tape off immediate safety hazards.
- Work collaboratively with Yard Duty Supervisors and Food Service Workers to ensure cafeteria tables are cleaned.
- Works with supervisor/ administrator to make assignment of custodial staff for overtime work at special events.
- Supervise the work and assist in arrangement of facilities for night educational, school, district, and civic meetings, direct visitors, and safeguard school property.
- Keep records and prepare reports related to duties.
- Occasionally performs grounds worker-gardener functions at the site.
- Perform prevention and pest control functions as needed.
- Train custodians in site security procedures.
- Set up and take down tables, benches, and chairs as needed around campus.
- Replace plexiglass in non-window areas.

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- Clean broken glass and board up broken windows.
- Order and maintain custodial supply inventories.
- Clean up or paint over minor or offensive graffiti.
- Report major vandalism to proper authorities.

KNOWLEDGE:

- Modern cleaning methods and the use and care of cleaning materials and equipment.
- Requirements for maintaining school buildings and grounds in a safe, clean and orderly condition.
- General understanding of campus electro-mechanical systems and utilities.
- Water, gas, electrical, HVAC shut-off are locations and how to shut them down in case of emergency.

ABILITIES AND SKILLS:

- Effectively supervise the work of others.
- Computer skills sufficient to perform basic functions including email, submit work orders, order supplies and access online training.
- Use cleaning materials and equipment with skill and efficiency.
- Use basic mechanical tools in performing minor repairs and adjustments.
- Operate heating and ventilating equipment.
- Follow and give verbal and written directions.
- 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 employment entrance evaluation.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work outdoors and indoors in a standard office environment and come in direct contact with district staff and the public.