

**TITLE OF POSITION:** Custodian III - Elementary Head  
**CLASSIFICATION:** Maintenance & Operations  
**LOCATION:** Elementary Schools  
**SUPERVISOR:** Assistant Director of Maintenance and Operations  
**SALARY:** Placement on Classified Salary Schedule

**GENERAL DESCRIPTION:**

Performs as the head custodian at the elementary school level. Works with building principal to provide for the efficient operation of the building. Performs general housekeeping and cleaning duties within the building. Leads the work performed by other custodians in the building. Assists the public, students and staff as needed. Coordinates with principal and assists in the opening and closing of the building/school. Provides, coordinates and maintains site security. Inspects building and playfields for health and safety concerns and reports to site administrator/supervisor using the work order system. Reports maintenance and repair concerns to building principal/supervisor. Responds to utility and other emergencies as required. Coordinates work to be completed during the summer, winter and spring breaks.

**DUTIES AND RESPONSIBILITIES:**

1. Assists in the training and direction of other custodians on site. Coordinates the work of the custodial staff during the summer, winter and spring breaks. Directs and assists in the periodic replacement of belts and filters for heating and ventilation equipment, and visual inspection of belts. Reports defective equipment to supervisor immediately. Checks for safety and health concerns in the building and reports concerns as needed. Initiates and monitors work orders for maintenance, repairs or replacements to the facility. Maintains written records of work completed.
2. Provides for the routine cleaning, maintenance and refinishing of hard floor surfaces such as vinyl tile, VAT/VCT, Terrazzo, aggregate, synthetic or maple floors. Provides for the routine vacuuming, spot cleaning and maintenance repair of floor and walk-off carpet, to include the periodic extraction, shampooing and treatment of carpet as assigned.
3. Provides for the routine cleaning and sanitation of restrooms, shower rooms, kitchens, cafeterias, classroom sinks, staff lounges and concession areas to include counters, partitions, dispensers, cupboards, sinks, lavatory fixtures, faucets, drinking fountains, showers, mirrors, walls, floors, ceilings, writing boards and light fixtures. Replaces/repairs and replenishes tissue, towel and soap dispensers and other fixtures and equipment as needed. Cleans and sanitizes drinking fountains and dispensers as assigned.
4. Provides for the routine cleaning, dusting and maintenance of assigned classrooms, offices, health rooms, corridors, mechanical rooms, access

areas, and other areas of assignment to include lights and fixtures, white boards, furnishings, waste containers, walls, floors, ceilings, windows, doors, etc. Cleans and maintains classroom and office furniture. Provides for the repair of desk and chair tops, seats, backs and floor glides. Moves and relocates desks, chairs, risers and other furniture as assigned. Performs minor repairs as needed.

5. Coordinates and assists in the set up and take down of seating, equipment or other needs required for special events. Represents the district at evening and weekend activities in the absence of administrators, monitors activities, replenishes supplies and provides for security during special events. Reports damage and other concerns as directed.
6. Uses a wide variety of hand and power tools such as brooms, mops, squeegees, brushes and other related custodial equipment. Efficiently operates and maintains mechanized equipment such as carpet extractors and shampoo equipment, buffers, vacuums, pressure washers, etc.
7. Coordinates and assists with site security through visual and physical inspection of doors, windows and hatches. Reports all defective equipment to supervisor immediately.
8. Responsible for the safe and effective application of floor strippers, disinfectants, finishes, cleaning chemicals and treatments. Reads and follows manufacturers' directions for application and use of chemicals and other products. Instructs other workers in the safe application of chemicals and finishes.
9. Inspects playgrounds, parking lots, reports safety concerns, and services refuse containers outside the building.
10. Maintains exterior walkways, keeping them clear of snow, ice, and debris.
11. Weekly inventory of cleaning supplies, paper products, garbage bags, and filters, as needed; submits supply order in a timely manner.

Each of the positions in the Operations Department serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

#### **QUALIFICATIONS/ABILITIES:**

1. Must have a high school diploma or equivalent.
2. A minimum of two years of successful commercial custodial experience required.
3. Five years of successful commercial custodial experience in a leadership role preferred.
4. Must have a valid Washington State Drivers License.
5. Must have a basic knowledge of electrical, heating, ventilation, water and life safety systems.
6. Must be physically able to perform the required work on a daily basis.
7. Must be able to lift up to 50 pounds at intermittent times.
8. Must have knowledge and ability to use the tools of the trade.
9. Must be able to operate and maintain the power equipment of the trade.
10. Must be able to follow written and oral directions.

11. Must be able to maintain written records.
12. Must have basic computer skills (e-mail, Internet, Word documents).
13. Must be able to provide clear verbal and written instructions for custodial personnel.
14. Must have or obtain first aid certification within 90 days of hire.
15. Must have demonstrated the ability to relate well with students, staff and public.
16. Must have demonstrated ability to be a team leader.

Testing will be used to determine qualification.