

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEAD CUSTODIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor(s), train and provide work direction and guidance to assigned custodians at District school sites, administrative support sites, or on an assigned custodial crew; perform custodial activities at an assigned school site or facility; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, assign, monitor and participate in cleaning and custodial functions at District school sites, administrative support sites or on an assigned custodial crew; inspect assigned school site and report condition of facilities; train, assign, review and coordinate work of assigned staff.

Inspect completed work for accuracy and compliance with instructions and established standards; inspect assigned areas and report safety, sanitation and fire hazards to appropriate authorities; report need for maintenance repairs to appropriate authority.

Communicate with school administrators regarding custodial and maintenance projects and activities at assigned site; assist faculty and staff with custodial and minor maintenance issues.

Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; clean chalkboards, white boards, trays and erasers; dust and polish furniture and woodwork; empty waste receptacles; remove gum, debris and clean or report graffiti as needed.

Clean, scrub and disinfect student and staff restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; wash mirrors, tile, walls and windows; unclog drains and toilets; restock paper supplies and soap as necessary; clean drinking fountains.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; drive a vehicle to conduct work as assigned by the position.

Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events.

Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; assure security of assigned areas according to established guidelines; set security system as appropriate; raise and lower flags as assigned.

Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes; make minor repairs and adjustments to plumbing and electrical equipment and apparatus in school buildings, replacing broken pipes, cleaning plugged drains, draining pipes, replacing washers and gaskets, replacing faucets, replacing floats, cleaning spouts and gutters, replacing fuses, fixtures, sockets, drop cords, switches and taping exposed wiring.

Receive orders from the warehouse or vendors; distribute supplies, books or other materials to appropriate personnel on campus.

OTHER DUTIES:

Participate in the thorough cleaning and restoration of campus facilities during vacation periods.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of training and providing work direction to others.

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.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Proper lifting techniques.

ABILITY TO:

Plan, assign, monitor and participate in cleaning and custodial functions at District school sites, administrative support sites or on an assigned custodial crew.

Train and provide work direction and guidance to assigned staff.

Perform 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 a variety of custodial equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Understand and follow oral and written directions.

Observe health and safety regulations.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent

Experience: Two years of increasingly responsible custodial experience.

Any other combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Subject to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.

Walking or standing for extended periods of time.

Seeing to perform custodial duties.

Lifting, carrying, pushing or pulling moderately heavy objects.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders and working from heights to replace light bulbs.

HAZARDS:

Exposure to cleaning agents and chemicals.

Working on ladders.

Potential contact with blood and other body fluids.

Potential for contact with blood-borne pathogens and communicable diseases.