



## JOB DESCRIPTION

### Head Custodian



<b>Reports to:</b>	Site Administrator	<b>Employment Group / Salary Range:</b>	Classified Range L
<b>Dept:</b>	Custodial & Grounds	<b>FLSA:</b>	Non-exempt
<b>Annual Work Days:</b>	261	<b>Formal Review Date: Board Approval Date:</b>	5/22/23 7/10/23

### PRIMARY FUNCTIONS

Under general supervision, individually or as a crew member, performs custodial and maintenance duties in District buildings and adjacent grounds; opens buildings and facilities; assists with setups and breakdowns for events; and performs related duties as assigned. This position is responsible for working with and training other custodial staff to ensure efficient and effective implementation of custodial and grounds maintenance for the assigned site/location.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides direction, guidance and support to custodial staff during summer, winter and spring break to ensure deep cleaning of the site.
- Provides the full range of Custodian duties, including, but not limited to, cleaning, disinfecting and maintaining District buildings, classrooms, offices, restrooms and other facilities, and stripping, waxing and burnishing floors.
- Facilitates the cleanliness and sanitation of cafeteria facilities and supports daily lunch functions at the site including wiping, sweeping and removing trash, and recycling.
- Operates all custodial cleaning equipment and utilizes all custodial materials and supplies in a safe and effective manner; responsible for ordering and receiving campus supplies, and submitting necessary work orders.
- Unlocks all campus doors each morning and raises the flag.
- Works with and assists the maintenance staff in the repair and maintenance of the facilities including grounds work, plumbing and basic carpentry; replaces light bulbs and makes minor repairs to buildings and fixtures. Responsible for submitting all work orders related to maintenance and repair needs.
- Covers or removes graffiti with paint or by cleaning.
- Sets up and removes chairs, tables, stages and other equipment for classes and events.

- Performs pest and herbicide control as needed.
- Performs cobwebbing of exterior walls and other areas, cleans water fountains, picks up trash on campus, perimeter and fence line of the site and uses a blower daily to remove any debris.
- Maintains accurate records, files and logs.
- Meets with supervisor to review work on a regular or semi-regular basis as directed; may receive emergency work assignments from site management.
- Pressure washes and sweeps sidewalks, windows, stairs and concrete areas.
- Moves, arranges and assembles furniture as needed, and arranges and organizes supplies and equipment.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be two years of custodial experience or an equivalent combination of training and experience.

### **Licenses, Certificates and Other Requirements:**

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Methods, practices and techniques used in custodial work.
- The operation and maintenance of a variety of hand and power custodial tools and equipment.
- District procedures for opening and securing buildings.
- Proper measurement and mixing of cleaning chemicals.
- Occupational hazards and standard safety practices.
- Regulations and applicable laws regarding the use and disposal of various hazardous materials; District rules, regulations and requirements related to cleaning, disinfection and sanitation of facilities.
- Basic English.
- Basic computer operations.

### **Skills and Abilities to:**

- Complete custodial assignments independently without immediate supervision.
- Operate and maintain tools and equipment used in custodial work.
- Use common tools to perform minor maintenance repairs.

- Prepare and maintain logs and records such as shifts and work orders.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Operate a motor vehicle and specialized equipment related to job duties.
- Establish and maintain effective working relationships with all those encountered in the course of work.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 50 pounds unaided or 75 pounds with assistance. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **Mental Demands:**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; analyze and solve problems; use basic math; work under deadlines with interruptions; and interact with others encountered in the course of work.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The employee works primarily in an indoor environment with limited exposure to inclement weather during travel to and from assigned work areas; exposure to fumes from commercial cleaning products and noise from vacuums and other cleaning equipment; occasional exposure to toxic or caustic chemicals and biological hazards. The employee works while wearing personal protection equipment.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

\_\_\_\_\_  
***Employee Signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Name Printed***