JOB DESCRIPTION
Tahoe Truckee Unified School District

HEAD CUSTODIAN

Purpose Statement:

The job of Head Custodian is done for the purpose/s of maintaining a sanitary, safe and attractive campus for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; and overseeing and supporting assigned site custodians.

Essential Functions

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.
- Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, patios, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Coordinates facility usage for the purpose of ensuring availability for athletic events, community programs etc.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Facilitates meetings (e.g. safety, inservice, etc.) for the purpose of receiving/conveying information on new and/or improved procedures.
- Inspects school facilities and/or equipment (e.g. grounds, buildings, lighting, fire suppression equipment, playgrounds, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains inventory of supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Prepares facility for daily operations (e.g. opening gates, building access doors, disarming security systems, raising flag, cross walk signs, minor repairs, etc.) for the purpose of ensuring school facilities are operational and safe.
- Prepares written materials (e.g. purchase orders, requisitions, work orders, safety reports, accident reports, etc.) for the purpose of documenting activities, securing supplies and/or equipment and maintaining an up-to-date reference trail.
- Receives supplies for the purpose of verifying quality/quantity of items.
- Repairs furniture, equipment and fixtures (e.g. plumbing, electrical, sheet rock, tile, lockers, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to organization.
- Transports various items (e.g. mail, supplies, equipment, furniture, etc.) for the purpose of delivering between school site and district office.

Other Functions

- Assists in snow removal for the purpose of maintaining a safe environment.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; and operating equipment used in industrial cleaning.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws; health standards and hazards; methods of industrial cleaning; and safety practices and procedures

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; and communicating with diverse groups.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking, and 10% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test
Physical Capacities Test

Certificates & Licenses

Valid Driver's License

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening

FLSA Status	Approval Date	Salary Grade
Non Exempt		Classif. 18