



Feaster Charter School
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Rosario Villareal, Executive Director
Angelica Sleiman, STEM Academy Principal
Jimmy Gordillo, VAPA Academy Principal
Meagan Ramirez, STEAM Academy Associate Principal/Dean of Students



CHARTER HEAD CUSTODIAN

JOB SUMMARY:

The Head Custodian will ensure the charter school facility is clean, safe, secure, sanitary and well maintained. The Head Custodian will be responsible for ensuring that other team members complete all custodial tasks on time and in a quality fashion. The Head Custodian is also responsible for preventive maintenance to ensure the upkeep of the facility as well as maintaining the areas and grounds in and around the school facility. The Head Custodian also performs other job duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Clean classrooms, bathroom, cafeteria, meeting rooms, offices, windows, sidewalks, playground and exterior walls.
- Undertake light maintenance repairs as needed, refers heavy maintenance to appropriate maintenance provider.
- Arranges classrooms, cafeteria, and offices.
- Control temperature, timing, security and emergency systems.
- Documents facilities job requisitions, need for repairs, supplies, non-stock requisitions, transfer of materials and equipment, vandalism and mischief reports.
- Maintains security, owns supplies and equipment, classroom supplies, and key inventory of office.
- Provides information and assistance to teachers, students and the public.
- Replaces light bulbs, screens, bolts, ceiling tiles, light diffusers, chair seats, notices on marquee and sodas in dispenser.
- Waxes floors and furniture.
- Responds to emergency situations.
- Maintains and monitors work schedule and assigned duties of the custodial team.
- Completes yearly performance evaluations on each member of the custodial team with the help of the Business Manager/Executive Director.
- Perform other duties as requested.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- Graduation from high school or equivalent.
- Ability to work as a member of a team and assign team member to have functions performed in a timely manner.
- Ability to maintain a supply inventory system
- Evidence of successful experience in janitorial work.
- Ability to understand and carry out oral and written directions.
- Ability to maintain a schedule for periodic cleaning of assigned facilities.
- Ability to do light maintenance work
- Through knowledge of methods, materials, safety practices and equipment used in janitorial work.

CHARTER HEAD CUSTODIAN

- Ability to maintain facility standards as set by the partnership district.

Classified Salary Schedule: Range 36
BOARD APPROVED: 08/24/22