

CLASS SPECIFICATION

HEAD CUSTODIAN

DEFINITION

Under the general supervision of the site administrator, with input from the Director, Maintenance/Operations, Transportation, and Technology, performs custodial tasks and routine minor maintenance to assigned buildings and adjacent grounds; arranges and assists in maintaining the physical environment required for activities held at the site; provides work direction to custodians; and performs other related work as required.

REPRESENTATIVE DUTIES

- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Establish and maintain good working relationships with others
- Be responsible for and participate fully in keeping school site clean, orderly, secure, and safe
- Assist site administrator in the development and execution of custodian schedules
- Review the work of and provide guidance to the custodial staff; notify the site administrator of any deficiencies
- Organize and maintain inventory of custodial supply room, assist in the requisition of custodial supplies, and store materials and equipment in a safe manner
- Prepare facilities before and after events; assist with audio-visual equipment as requested
- Raise/lower flags
- Assure security of facility during assigned hours; lock/unlock gates, doors, and windows; and arm/disarm security alarms
- Assist in enforcing rules and regulations regarding prohibited behavior and activities, notifying appropriate personnel and/or law enforcement when appropriate
- Monitor for fire hazards, notifying appropriate personnel and/or fire department when appropriate
- Assist in vandalism prevention and reporting potential risks
- Perform emergency clean-up resulting from breakage, vandalism, spills, or illness; removes gum and graffiti; follow district procedures for safely cleaning up pest infestations and bodily fluids
- Prepare for inspections, including, but not limited to, Fire Marshall, Worker's Compensation, and Health Department inspections, and report recommendations to the MOTT Department
- Follow procedures in the Comprehensive School Safety Plan in preparation for emergencies, including, but not limited to, maintaining emergency water supply
- Assist with emergency situations as needed, maintaining contact with the school office through district communication devices
- Assist district personnel with delivery of food carts, mail, and supplies
- Keep site in an orderly and neat condition, including picking up trash and/or articles of clothing/lunch boxes, sweeping or using blower to clean walkways, emptying and cleaning waste receptacles, and washing tables
- Clean cafeteria, kitchen, and eating areas
- Clean, sanitize and inspect drinking fountains insuring that they are safe for use
- Clean, scrub, and disinfect student and staff restrooms: wash windows and walls; polish metal work; clean sinks, mirrors and other bathroom fixtures; restock paper supplies; refill soap and other dispensers as necessary
- Clean all rooms: Sweep, scrub, mop, wax, oil, and vacuum floors; spot clean and/or shampoo carpets; dust and polish furniture and other woodwork; wash windows and walls; polish metal work; clean white boards and trays; empty pencil sharpeners and shredders

- Dust computer stations and related technology equipment
- Coordinate, supervise, and participate in thorough cleaning and restoration of facilities during school recesses
- Operate a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools and maintain equipment to ensure safe and proper working conditions
- Perform minor cleaning of roof gutters and ground drains; clean out plugged drains and drain pipes; change and/or clean air conditioning filters; and change light bulbs and tubes
- Make minor repairs and adjust desks, furniture, and other building equipment; report need for major repairs according to district protocol
- May perform light gardening such as watering shrubs, pulling stray weeds, and raking border areas
- Conduct daily inspection of playground equipment; rake/clean sandbox areas weekly; report safety issues immediately
- Follow procedures for inclement weather including setting up cafeteria, mopping puddles, coning off hazardous areas, and filling sandbags to prevent flooding
- Respond to requests for assistance with student safety issues
- Assist district staff, vendors, maintenance contractors, and other visitors with facilities as needed
- Keep simple records
- Relocate materials and furniture on site
- Perform monthly safety inspection and submit report to MOTT office

ORGANIZATIONAL RESPONSIBILITIES

Positions in this class operate under the supervision of the site administrator, with input from the Director, Maintenance/Operations, Transportation, and Technology. When school is not in session, Head Custodians will report to the MOTT Director. Head Custodians oversee, review the work of, and provide guidance to assigned custodial staff and notify the site administrator of any deficiencies. Head Custodians will receive and implement training from the MOT Rover.

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Cleaning materials and disinfectants in proper quantities, and equipment used in custodial work, including carpet cleaning, stripping, and waxing floors
- Safety practices and preferred methods relating to the handling, storage, and use of chemical cleaning products and custodial equipment
- Common tools and their uses
- Safe lifting and other safety practices
- Interpersonal skills using tact, patience, and courtesy
- Basic English usage, oral and written

Ability to:

- Establish and maintain cooperative and effective working relationships with school staff, colleagues, supervisors, and the public
- Lead and guide others in custodial duties
- Properly estimate quantity of required custodial supplies
- Operate simple hand tools and small power tools to make minor repairs
- Operate a variety of heavy custodial equipment

- Understand, carry out, and give oral and written directions in English
- Prioritize tasks and use good judgment related to emergency and safety matters
- Maintain confidentiality with regards to students, staff, and community
- Learn and interpret specific rules, laws, and policies, and apply them with good judgment in a variety of situations
- Read and interpret manuals, instructions, and specifications, including Material Safety Data Sheets
- Maintain simple records
- Meet schedules and timelines
- Multitask job duties
- Work with minimal supervision
- Interact appropriately with elementary age students
- Use good judgment and respond to student safety needs

Education and Experience:

- High School graduation or equivalent
- Two years of experience cleaning and maintaining buildings and grounds and/or one year custodial experience with the Cypress School District

License Requirement:

- Valid California Drivers License

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing duties of this position, employees may be subject to interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations.

The employee is regularly required to stand, sit, kneel, squat, stoop, walk, use hands and fingers to handle, feel objects, tools, or controls; reach with hands and arms overhead, above the shoulders, and horizontally; bend or twist at the neck and waist; and be on his/her feet for extended periods of time. The employee must have manual dexterity sufficient to climb ladders and work from heights, handle tools and operate equipment, and lift, carry, push and pull items up to 50 pounds, or up to 100 pounds with assistance. Vision abilities required by the job include close vision, color vision, peripheral vision, depth perception, and the ability to focus. While performing the duties of the job, the employee will work in both indoor and outdoor environments in seasonal heat and cold or adverse weather conditions and sometimes in a noisy atmosphere. Caution must be taken in the usage of electrical power supply with moderate voltage and in pushing, pulling, and/or lifting objects and equipment. Employees may be required to work with harsh and/or toxic substances. Use of a motor vehicle is required as employee may be required to respond to other school sites or the district office on occasion.

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