

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEAD CUSTODIAN (Range 20)

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize, lead, and participate in the daytime on-site custodial and routine maintenance functions and activities of an assigned school site; provide work direction and guidance to others.

REPRESENTATIVE DUTIES:

Plan, organize, lead, and participate in the day-to-day custodial maintenance activities of an assigned school custodial staff; prepare and revise work schedules. *E*

Confer with the Principal regarding custodial and maintenance needs of school buildings and facilities. *E*

Provide work direction and guidance to Custodians and others at an assigned school; assist in training of custodial personnel. *E*

Inspect building and grounds for damage, needed repairs, security and safety hazards and prepare work orders; remove graffiti from wall, door and windows. *E*

Requisition needed materials, supplies and equipment according to established procedures; maintain operational inventory and substitute personnel records. *E*

Set up rooms, auditoriums, cafeterias and other meeting areas for assemblies and meetings; move and arrange furniture and equipment. *E*

Coordinate, monitor and participate in the major cleaning of the school plant. *E*

Sweep, mop, strip, wax, and seal floors; vacuum rugs and carpets. *E*

Dust, wash, and polish furniture and woodwork. *E*

Empty and clean waste receptacles, including trash barrels. *E*

Lock and unlock gates and doors, and set security systems; raise and lower flags. *E*

Pick up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities; sweep concrete surfaces adjacent to the school buildings. *E*

Perform emergency cleanup service resulting from breakage, vandalism, spilling, and illness.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials and equipment used in custodial, groundskeeping and general maintenance work.

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

Basic principles of training and providing work direction and guidance to others.

Safe practices related to cleaning methods and procedures.

Basic record-keeping techniques.

Reading and writing communication skills.

ABILITY TO:

Plan and perform skilled custodial services.

Demonstrate leadership, good judgment and common sense.

Make arithmetic calculations quickly and accurately.

Plan and schedule the custodial program.

Estimate time and materials involved with the custodial program.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Relate well with the students.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years custodial experience in a school or related environment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Regular exposure to fumes, dust and odors.

PHYSICAL ABILITIES:

Lifting, carrying, pushing, pulling and moving heavy furniture and equipment.

Climb stairs and ramps.

Walking or standing for extended periods of time.

Dexterity of hand and fingers to operate equipment.

Bending at the waist.

Reaching overhead and horizontally.

HAZARDS:

Contact with cleaning agents and chemicals.