

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Head Custodian – Jr./Sr. High School

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Two years of experience as Custodian or equivalent in supervising custodians.

Education:

High school diploma or equivalent.

License Requirement:

Possess a valid California Driver's License.

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under supervision of the School Principal and Manager of Operations and Maintenance performs leadership duties relating to the maintenance of campus buildings and facilities including supervision of night custodial work.

SPECIFIC RESPONSIBILITIES

1. Leads a crew to assure that work is completed with an appropriate distribution of time and materials;
2. Inspects classrooms, offices and other facilities for custodial needs;
3. Assists with the preparation of work schedules for night custodians;
4. Provides instruction and training as necessary;
5. Coordinates arrangement/rearrangement of furniture and other equipment for campus events;
6. Ensures that all custodial work meets satisfactory standards;
7. Safeguards campus property;
8. Performs custodial/maintenance work as required and/or needed which may include:
 - a. Sweeping
 - b. Dusting
 - c. Scrubbing
 - d. Mopping
 - e. Heating
 - f. Ventilation
 - g. Waxing
 - h. Floor finishing
 - I. Vacuuming
 - j. Polishing
 - k. Watering
 - l. Wall Washing
 - m. Moving Furniture
 - n. Window Washing
 - o. Non technical repairs
9. Performs and/or supervises planting, cultivating, pruning & fertilizing.
10. Performs other related duties as assigned.
Performs and/or supervises minor non-technical repairs and adjustments.

RR 1/29/2020

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Head Custodian

04/15/98

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Materials, processes and equipment used in custodial work;
- principles and techniques of training;
- cleaning methods, work loads and scheduling;
- heating and air conditioning;
- policies and programs;
- minor routine maintenance of a variety of equipment;
- vehicle operation;
- possess valid vehicle operation's license.

Ability to:

- Lead assigned crew of custodians to perform a variety of cleaning activities and evaluate work accomplished;
- use tools and equipment necessary to perform work required;
- understand and follow oral and written instructions;
- work cooperatively with staff, students and fellow workers.

PHYSICAL DEMANDS SUMMARY; PHYSICAL DEMANDS SUMMARY: Requires the ability to walk, stand, bend at the neck and waist, twist neck and waist, and squat constantly; to squat, climb, and kneel occasionally; to sit occasionally. Requires the ability to use right and left hand and right and left arm constantly. Requires the ability to grasp with both hands constantly. Requires the ability to reach above the shoulders with both hands frequently. Requires the ability to lift and carry up to 50 pounds constantly. Ability to occasionally lift and carry up to 100 pounds. Requires ability to push and pull up to 50 pounds with both arms frequently.