

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Head Custodian – Elementary School

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

One year of District experience as custodian or equivalent.

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 all the duties of a Custodian and assumes responsibility of the total custodial operation of the school including the scheduling of work and supervision of custodial staff.

SPECIFIC RESPONSIBILITIES

1. Schedules work load of Custodians assigned to the school;
2. Supervises and instructs others in cleaning methods;
3. Monitors to ensure that all custodial work meets satisfactory standards;
4. Performs and/or supervises custodial duties normally required including:
 - a. Sweeping
 - b. Dusting
 - c. Scrubbing
 - d. Mopping
 - e. Heating
 - f. Ventilatin
 - g. Watering
 - h. Raking
 - i. Waxing
 - j. Floor finishing
 - k. Vacuuming
 - l. Polishing
 - m. Window washing
 - n. Wall washing
 - o. Moving furniture

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7/82

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5. Performs and/or supervises minor non-technical repairs and adjustments;
6. Responsible for maintaining the grounds clean;
7. Performs and/or supervises planting, cultivating, pruning and fertilizing;
8. Performs and/or supervises the operation of hand lawn tools and light power equipment including movers, edgers and sprayers;
9. Safeguards campus property;
10. Performs other related duties as assigned.

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 operator's license.

Ability to:

- Lead assigned crew of custodians to perform a variety of cleaning activities and evaluate work accomplished;
- Clean and care for wall and floor surfaces, grounds and equipment;
- Maintain simple records of various types;
- Work cooperatively with staff, students and fellow workers;
- Understand and carry out oral and written instructions.

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