

MERCED CITY SCHOOL DISTRICT**CLASS TITLE: HEAD CUSTODIAN****BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of custodial duties and assure the maintenance of an assigned school site in a clean and orderly manner; coordinate and prepare work for night custodial personnel.

REPRESENTATIVE DUTIES:

Coordinate and participate in custodial activities at an assigned school site to assure the maintenance of classrooms, restrooms, offices and other areas in clean and orderly condition. *E*

Coordinate and prepare work for night custodians to assure the timely and efficient completion of night custodial activities; provide work direction and guidance to night custodians. *E*

Sweep, scrub, mop and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices and other assigned areas; wash windows, chalkboards and walls. *E*

Dust and polish furniture and woodwork; clean and wax desks. *E*

Empty and clean waste receptacles and pencil sharpeners; pick up paper and other debris from grounds and buildings. *E*

Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures; clean drinking fountains. *E*

Move, adjust and arrange furniture and equipment; set up cafeteria and classrooms for daily functions, special events and meetings. *E*

Inspect heating, electrical, boiler and water equipment to assure proper operation; perform minor adjustment and servicing of equipment. *E*

Perform minor non-technical repairs to buildings and fixtures; replace lights; change filters on A/C equipment; inspect buildings and grounds for damage or repair needs; report repair and maintenance needs and assist others in making repairs as required. *E*

Turn lights on and off; unlock and lock doors and gates; raise and lower flags; report vandalism, safety, sanitary and fire hazards as appropriate. *E*

Prepare cafeteria for lunch; assist in maintaining proper student behavior in cafeteria; clean and mop cafeteria after lunch. *E*

Maintain equipment and supplies in appropriate condition; maintain adequate stock of custodial supplies and equipment; order supplies and equipment as needed. *E*

Perform routine grounds keeping duties such as mowing, weeding, raking, edging and watering lawns and gardens as assigned. *E*

Maintain routine records related to equipment, supplies and custodial activities as required. *E*

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Head Custodian works under the direct supervision of the principal or principal's designee, or the Supervisor of Maintenance and Operations. Exercises supervision of other custodian personnel at the site.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Proper methods, materials, tools and equipment used in custodial work.

Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.

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

Appropriate safety practices and procedures.

Principles and practices of providing work direction and guidance.

ABILITY TO:

Use cleaning materials, equipment and methods according to established procedures.

Apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.

Coordinate and prepare the work of others.

Provide work direction and guidance to others.

Maintain tools and equipment assigned in appropriate condition.

Perform minor, non-technical repairs.

Observe and report need for maintenance and repair.

Understand and follow oral and written directions.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Maintain routine records.

Communicate effectively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and two years of increasingly responsible custodial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; subject to regular exposure to fumes, dust and odors.

PHYSICAL ABILITIES:

Standing for long periods of time; bending, pushing and pulling cleaning equipment; lifting and moving furniture; climbing ladders; reaching overhead, above the shoulders and horizontally; dexterity of hands and fingers to operate specialized custodial equipment, hand and power tools; bending at the waist, and lifting heavy objects.

HAZARDS:

Fumes from cleaning solvents and chemicals.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: October 11, 1976

Policy Revised: March 3, 1981

Policy Revised: September 5, 1989

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