

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

**CLASS TITLE:** HEAD CUSTODIAN

**BASIC FUNCTION:**

Under the direction of a site administrator, High School Plant Supervisor or Maintenance Supervisor, responsible for maintaining assigned school site in a clean, safe and orderly manner; perform basic building maintenance and school grounds cleaning; coordinate the use of the facility and the furniture and equipment at the site.

**REPRESENTATIVE DUTIES:**

1. Unlock doors, gates and bike racks; turn off alarms; put up and take down flags; check for vandalism and graffiti; repair as needed.
2. Vacuum and shampoo carpets and rugs; dust and clean sinks, tables and counters; wash windows and walls; sweep, mop, strip and wax floors.
3. Respond to special calls from the office, administration, supervisor, etc. directing custodial and minor maintenance activities.
4. Clean playgrounds with a blower; rake leaves; pick up trash; sweep walkways.
5. Arrange furniture as directed; set up for special events.
6. Clean lunch table; hose off lunch areas; empty and wash trash cans.
7. Clean and disinfect sinks, toilets, urinals and showers; clean locker rooms.
8. Deliver books, supplies, furniture and equipment to various parts of the campus.
9. Inspect and maintain playground equipment; hang tether balls.
10. Replace light bulbs and tubes; open clogged drains; perform minor repairs as time permits; report needed repairs to appropriate personnel.
11. Maintain adequate inventory of cleaning, maintenance and building supplies and tools.
12. Maintain the cleanliness and appearance of school grounds by performing tasks such as removing litter and debris and ensuring landscaped areas are well-kept, including pulling weeds and maintaining plant beds.
13. Prepare monthly reports on preventative maintenance and safety.
14. Establish regular cleaning schedules for day and night custodial work; provide guidance and direction to other custodians, including substitutes, on the site as necessary.
15. Prepare periodic inspections, using the district-approved form, of classroom cleaning and provide information to the site administrator or supervisor.
16. Perform minor repairs such as replacement of lock blocks, and minor carpet repair.

17. Routinely check on furnaces, water heaters, air conditioning equipment, elevators, handicap lifts, and air compressors including changing filters, and cleaning.
18. Attend and participate in regularly scheduled district meetings.
19. Unlock and lock facilities for special events; orient visitors with facilities as needed; assist in checking for lost items.
20. Communicate with outside vendors for school site maintenance needs and deliveries. Serve as a point of contact for alarm notifications.
21. Secure doors, windows and gates; set alarms; assist in enforcing campus rules and regulations regarding prohibited behavior and activities.
22. Empty trash and replace trash can liners; empty pencil sharpeners; refill paper towels and other dispensers.
23. Dust furniture, shelves, window sills, blinds, baseboards and equipment, wash walls and windows; erase and clean whiteboards.
24. Generate and monitor work order requests, move requests and other site improvements using the district's online work order system and other computer-related tasks
25. Monitor school facilities and grounds for signs of rodents and insects, implement preventative measures, and safely handle the removal and disposal of deceased pests.
26. Perform other job-related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Methods, tools, materials and equipment used in cleaning buildings and grounds

Building and equipment maintenance and repair

Record-keeping techniques

Strong understanding of current health, safety, and environmental regulations, including OSHA standards and school district-specific safety protocols.

### **ABILITY TO:**

Maintain buildings and grounds in a clean and safe manner

Communicate effectively both orally and in writing

Perform basic building and equipment, maintenance and repair

Understand and follow oral and written directions

Establish and maintain effective working relationships with others

Lift heavy objects using proper safety techniques

Meet schedules and timelines

Maintain records and prepare reports

Work effectively within a team, coordinating with colleagues, stakeholders, and external partners to complete tasks, achieve goals, and resolve issues in a collaborative and efficient manner.

Demonstrate a commitment to Los Alamitos Unified School District's mission, vision, and priority goals.

**EDUCATION AND EXPERIENCE:**

High School Diploma, GED or certificate of completion.

Two years of experience performing general custodial duties.

**WORKING CONDITIONS:**

Indoor and outdoor environment; lift, carry, push, pull or move up to 100 lbs.; stand, walk, sit, kneel, squat, crawl, stoop, bend, climb; use repetitive twisting/pressure involving wrists/hands; work with arms above shoulder level; repetitive use of hand, arm, shoulder; talk and hear normal conversation; exposed to temperature changes; work in damp or wet areas; frequently have hands in water; close/distance vision and depth perception; may be exposed to airborne particles, strong odors, fumes, chemicals, toxic materials; work around moving vehicles; exposed to minor contagious diseases; have direct contact with students, district staff, site administrators, general public; work independently; work with tools, power tools and equipment (e.g. vacuums, sweepers, blowers, etc.) with noise levels up to 96.5 dB; eye and ear protection may be required.

SALARY RANGE: 62

ADOPTED BY PERSONNEL COMMISSION: January 8, 2025

APPROVED BY BOARD OF EDUCATION: January 14, 2025