

Job Title: **Head Custodian, K-8**
 Job Family: **Custodial**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **060408**
 FLSA Status: **Non-Exempt**
 Shift Differential: **Yes**
 Pay Range: **G12**

SUMMARY: Responsible for Custodial staff supervision and the overall cleanliness, sanitation, security, safety and maintenance of the assigned facilities, buildings, grounds and equipment. Manage custodial personnel schedules and time, custodial inventory and equipment, custodial expenditures, building repairs and maintenance, seasonal and special projects, building use and building systems and operations of the assigned school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Ensure safety and functionality of the cafeteria prior to use by the Nutrition Services Programs by setting up tables, chairs, and trash receptacles. Check cafeteria throughout the lunch period to remove trash, sweep, and/or mop up spills. Clean the cafeteria following the lunch period by removing trash; breaking down and cleaning tables and chairs; sweeping and scrubbing floors; and cleaning counters, sinks, walls, and windows within the cafeteria.	D	30%
2. Supervise, manage, interview, hire, evaluate, train, schedule, verify hours worked in district's time and labor system, and facilitate the improved performance of the Custodial staff. Enforce district and department safety and cleaning standards and district, department, and building policies. Develop and ensure completion of daily, summer, seasonal, and project cleaning. Ensure adequate custodial coverage for all shifts. Maintain accurate records of custodial staff, supplies, inventory, nonstock equipment request, and budget management. Order and inventory supplies. Research and report on capital equipment purchases and maintenance. Maintain Safety Data Sheets. Submit and follow-up on work orders, maintain the custodial equipment as needed. May be responsible for assigning duties to students/student sweepers	D	13%
3. Perform mowing, edging, hedging, trimming, tree trimming, weed mitigation and round-up application, snow and ice removal, gravel cleanup, cleaning of outside windows, doors, and lighting, cleaning of curbs, drains, and parking islands, spreading ice melt, and removal of debris from fence areas. Monitor and report on the operation of the sprinkler system. Remove or report graffiti and vandalism. Remove litter and empty trash receptacles. Monitor, identify and perform regular maintenance on outdoor equipment.	D	10%
4. Playground/Grounds Inspection - Ensure safe and accessible building operations daily, including snow and ice removal, and appropriate lighting. Conduct daily safety checks of building systems, grounds, and parking lots. Perform weekly playground inspections and monthly building cleanliness and elevator inspections. Daily operational checks include lighting, plumbing, electrical, and HVAC systems, with responsibilities like resetting breakers, assessing HVAC status, and preventive maintenance such as filter changes and monitoring indoor air quality (IAQ Report). Conduct fire alarm tests, tornado, and lock-down drills. Monitor and secure all entry points, checking for inoperable doors and windows, and unauthorized access, which may require tasks beyond work hours	D	10%
5. Perform cleaning and monitor the restrooms throughout the day to ensure health and safety standards are upheld and may clean an assigned area. Follow Universal Precautions and sanitation procedures when handling the clean up of bodily fluid spills. Unclog plumbing and waste traps as needed.	D	10%

Job Tasks Descriptions	Frequency	% of Time
6. Serve as a point of contact for visitors, community, vendors, contractors, staff, teachers, parents, building use participants, Maintenance Technicians and District employees related to custodial services, duties and building use at the assigned school. Coordinate and assist with set-up, breakdown and cleanup of school and community use (per contract) activities. Coordinate community use by reviewing contracts, checking for scheduling conflicts, assigning custodial coverage, and responding to special requests. Set up chairs, bleachers, and equipment for sporting events. Cleaning up and tearing down after sporting events.	D	8%
7. Function as the Resident Facility Coordinator of the site and building. Perform minor repairs and building modifications such as repairing, moving, and assembling furniture and lockers; repairing custodial equipment: painting; hanging teaching aids; overseeing and participating in construction and facility modification requests projects; monitoring indoor air quality; and initiating work order requests for repairs and modification projects. Organize repair or maintenance requests, submit requests and work with technician or contractor to ensure completion and satisfaction. Perform locker repair, maintenance, and may change combination codes. Clean and ensure proper functioning of gym bleachers, mat hoists, stage and sound equipment, science chemical traps, exhaust hoods, and emergency shower and eye wash stations	D/W	8%
8. Coordinate the distribution of incoming and outgoing freight and school materials. Handle teacher and staff requests for stored teaching supplies and assistance	D	5%
9. Must carry and respond promptly to a cell phone while on duty and be first responder to all safety and security issues, hazards, adverse weather, alarms, fires, water breaks, mechanical and electrical failures, chemical spills, and gas leaks.	D	5%
10. Perform other job-related duties as assigned such as performing traffic and/or bus duty.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be 18 years old.
- Must successfully complete current district training for supervision of Classified Staff within one year after entering position.
- Minimum of three (3) years of experience in the custodial field.
- Minimum of two (2) years of supervisory experience, custodial supervisory experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.
- Safety, Pesticide and AHERA (asbestos) training required within six months after entering position and attend follow-up training as required.
- Hydraulic lift operation certification through the District required within 12 months after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Time management, organizational and prioritization skills.
- Supervisory and management skills.
- Thorough understanding of custodial methods, processes, procedures, chemicals, and equipment.
- Mechanical ability and skills.
- Basic bookkeeping, mathematics, and budget management skills.
- Basic skill with machines and hand and power tools.
- Basic understanding of electrical, HVAC and plumbing systems.
- Basic carpentry or cabinetry skills.
- Ability to understand floor plans and building systems.
- Ability to ensure adequate custodial coverage and response for all shifts.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Basic operating knowledge of and experience with personal computers, office productivity software and basic office equipment, such as telephones, copiers, fax machines, E-mail, etc.
- Operating knowledge of custodial cleaning equipment, industrial and domestic winter and summer yard care equipment, digital testing equipment and hand and power tools.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Custodial Trainer	1108

- May occasionally take direction from the Principal or Assistant Principal to prioritize daily activities.

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Lead Custodian, Middle	1	1103
	Custodian	2-4	1105
	Student Sweeper	0-1	995
	Custodian Substitute	0-1	1106

- Responsible for planning, assigning, directing and guiding work; addressing complaints and resolving problems; training employees; interviewing and hiring; appraising performance; assisting supervisor with disciplining; and providing input into termination proceedings.
- Required to carry and respond to a district cell phone during assigned shift.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Manage custodial funds allocated for operations, ordering and maintaining inventory, tracking expenses, and approving custodial expenditures.
- Manage human resources expenditures by reviewing and approving time and attendance, including real time,
- Ensure resources are used responsibly and ensure the crew has adequate supplies and equipment necessary to complete their jobs.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
11 to 25 pounds				X
26 to 50 pounds			X	
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	