

HEAD CUSTODIAN

Grade 8

Purpose Statement

The job of Custodian II (Head Custodian) is done for the purpose/s of providing custodial services at assigned site, under general supervision of the Custodial Supervisor, with direction from the site Principal; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Custodial Supervisor/Site Principal

Essential Functions

- Cleans assigned facilities and/or grounds (e.g., classrooms, offices, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Conducts a variety of training and drills with students and staff (e.g., fire, intruder, earthquake, health and safety, etc.) for the purpose of ensuring that emergency procedures are in order, alarm systems are operational, provides input and ensures procedures are effective.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives. Directs Custodians and Sub Custodians
- Delivers a variety of items (e.g., supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Informs students and other site personnel for the purpose of providing information in regards to activities, safety issues and/or proper maintenance of facilities and/or equipment.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Maintains and properly labels supplies and equipment (e.g., cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Monitors students and staff in and around work areas (e.g., halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Organizes custodial supplies and equipment for the purpose of disseminating materials to custodial staff and/or storage locations.
- Oversees custodial activities and assigned custodial personnel (e.g., minor repairs in restrooms, classrooms, hallways, etc.) for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to safely perform job functions.

- Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures (e.g., change vacuum cleaner belts, bags, adjusts desks heights, etc.) for the purpose of ensuring proper functioning and usability of items.
- Prepares site for daily operations (e.g., opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Prepares written materials (e.g., supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Replenishes classroom and restroom supplies (e.g., paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms, trespassers, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Secures facilities and grounds (e.g., doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g., grounds, trades, etc.) for the purpose of completing site custodial activities.
- Leads assigned personnel for the purpose of developing professional trade and safety awareness skills.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records; and training and directing others.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning and cleaning solvents, including floor and carpet cleaning methods; basic tools for minor repairs; safety practices and procedures; and District rules and regulations.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety

of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; working as a member of the team; solving problems; and assessing scheduled processes.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.