

HEAD CUSTODIAN

Purpose Statement

The job of HEAD CUSTODIAN was established for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner and overseeing and supporting assigned custodians in the performance of their assignments.

This job reports to SUPERVISOR CUSTODIAN

Essential Functions

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.
- Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Coordinates scheduled events, meetings, etc. for the purpose of ensuring availability of facilities and/or equipment.
- Directs personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Performs functions of other positions within area of responsibility for the purpose of ensuring adequate coverage of custodial operations.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Prepares facility for daily operations (e.g. opening gates, building access doors, disarming security systems, raising flag, crosswalk signs, minor repairs, etc.) for the purpose of ensuring school facilities are operational and safe for occupancy.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds for the purpose of minimizing property damage, loss and/or liability and ensuring safety at work site.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends in-service training (e.g. blood born pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Delivers various items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.
- Informs students, other site personnel and supervisor for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities.
- Participates in meetings as assigned for the purpose of conveying and/or receiving information.

- Researches various information required in the preparation of reports for the purpose of meeting deadlines in compliance with state, federal, and/or administrative guidelines.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices, adhering to security procedures, handling hazardous materials, operating equipment used for cleaning.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: bilingual (English/Spanish), helpful, health standards and hazards, methods of industrial cleaning, security procedures and practices.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: setting priorities, adapting to changing work priorities meeting deadlines and schedules, working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

Working 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; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 0% sitting, 85% walking, and 15% standing. The job is performed under some temperature extremes and in some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is desired.

Education Less than high school.

Equivalency None Specified

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 5