

**Central Valley School District
Job Description #101**

TITLE Head Custodian

GENERAL SUMMARY

Provide leadership and management for the building custodial staff and perform a variety of tasks involving general care of the building and grounds; the work involves cleaning, repairing and maintaining the facility. Primary responsibility is to ensure students and staff have a safe, attractive, comfortable, clean and efficient place in which to learn, play, work and develop.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Head Custodian may perform all or a combination of the following:

1. Provides leadership, supervises and assigns work to building custodians. Manages overall work schedules for custodial staff and coordinates additional tasks with building administrators.
2. Performs all duties and ensures custodial staff maintains high standards of safety, cleanliness and efficiency: dusts and cleans classrooms and offices, washes walls and woodwork, washes windows, sweeps, mops, scrubs and waxes floors, shampoos and vacuums carpets, and washes and sanitizes bathroom fixtures and replenishes supplies.
3. Oversees maintenance of exterior grounds and sprinkler systems (time clocks, sprinkler repair, etc).
4. Maintains and manages supplies and materials to ensure custodial support to building.
5. Trains new employees in proper cleaning and maintenance.
6. Routinely inspects buildings, grounds and mechanical equipment to insure proper maintenance and safety.
7. Maintains security and safety of building as outlined by Principal.
8. Inventories, maintains and orders custodial materials and equipment for the building.
9. Routinely inspects, services and troubleshoots in areas of controls as relates to air handling units and/or air conditioning, as well as all other equipment.
10. Keeps records on regular maintenance of motors, pumps, fans, etc.
11. Assists building administrators in working with special groups who use the building in the off hours and schedules custodian for events.
12. Maintains all custodial and groups equipment such as mowers, edgers, weed eaters, etc as well as custodial power equipment.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the building Principal

MENTAL DEMANDS

PHYSICAL DEMANDS

Required to stand for prolonged periods; sometimes required to move heavy objects such as furniture or equipment; required to operate power equipment such as buffers and scrubbers; may need to take precautions to avoid exposure to cleaning and stripping compounds and fumes; exposed to noise from power equipment; positions occasionally performing grounds maintenance may require periodically working outdoors in inclement weather; potentially exposed to ordinary diseases carried by students; may need to take precautions to avoid exposure to student bodily fluids; may be required to be on call to return to work off hours for emergencies; may need to take precautions when inspecting cause of fire alarms; may deal with distraught or difficult individuals.

QUALIFICATIONS

1. A high school education or the equivalent.
2. Pass the Head Custodian eligibility test with a grade of 75 percent or higher.
3. Demonstrated leadership ability, i.e. can plan, organize, provide leadership, communicate, manage tasks simultaneously, develop a work schedule for self and others, and accomplish work on time and within an established schedule.
4. Demonstrated initiative, flexibility, dependability and skill in custodial duties in previous years.
5. Possesses computer and word-processing skills.
6. Current First Aid and CPR cards; current on Bloodborne Pathogens training.
7. Familiarity with all materials and equipment used in the care of the school, gym and grounds.
8. Possesses the ability to maintain congenial, positive and productive working relationships with students, staff and the public.
9. Knowledgeable of gas-fired hot water and steam heating systems.
10. Possesses general knowledge of school's electrical and mechanical operations.
11. Has good communications skills; can follow written and oral instructions.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

UNIT AFFILIATION

PSE - Custodial

CLASSIFICATION HISTORY

- Revised 7/86
- Revised 9/94
- Revised 5/03
- Revised 1/08