

**HEAD CUSTODIAN****Job Summary**

Under the supervision of Director of Maintenance/Transportation/Operations, assumes charge of the custodial work at a school site; create work schedules including vacation plans for custodial employees; directs the work of custodial employees; schedule substitute custodial work; routine custodial and varied custodial maintenance work on school sites; follow a prescribed and recurring list of tasks and to perform other duties as assigned

**Qualifications:****Required:**

- Completion of the twelfth grade or GED
- Two years experience in custodial maintenance services
- Experience in the supervision of employees
- Possess a valid California driver license (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire).

**Desired:**

- Knowledge of accepted safety standards, practices and procedures of the industry, including Occupational Safety and Health Administration (OSHA) and Cal-OSHA guidelines and requirements, and strategies and practices for work place safety

**Knowledge and Ability:**

1. Knowledge of proper use of methods, materials, and equipment used in custodial/maintenance work
2. Knowledge of tools and equipment and their use and care
3. Knowledge of supervision of others and maintain a schedule of workload for employees
4. Ability to perform general custodial maintenance work
5. Ability to understand and carry out oral and written directions
6. Ability to establish and maintain cooperative and effective working relationships with children and adults contacted in the course of work
7. Ability to learn and master new methods and techniques for use in custodial work
8. Ability to keep records and communicate effectively in both oral and written forms
9. Ability to observe and immediately report safety hazards and needs for maintenance and repair
10. Ability to be flexible and receptive to change
11. Ability to order supplies necessary for maintaining a clean, safe school site
12. Ability to use mechanical tools in making basic repairs
13. Ability to make minor non-technical repairs to buildings
14. Ability to answer emergency calls at times other than normal working hours
15. Ability to follow a set schedule and perform simple, repetitive tasks with minimal supervision
16. Ability to maintain school sites in a safe, clean and orderly condition
17. Knowledge of two-way radio, knowledge of radio codes and proper usage
18. Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health

**Essential Functions** of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Work under the general direction of supervisor
2. Required to exercise supervision of custodial employees and any part-time grounds employees

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3. May be required to supervise student helpers
4. Work cooperatively with supervisors and fellow employees by communicating the needs of the school operation and the needs of the individuals under their direction
5. Perform general custodial maintenance work
6. Keep supplies, tools and equipment in proper condition and repair
7. May supervise part-time or substitute employees in these duties
8. May train other personnel in performing the stated functions
9. Operate, mechanical sweeper equipment and other custodial equipment
10. Set up rooms for special events
11. Perform minor repairs and adjustments to building fixtures and equipment
12. Report repair work to maintenance department
13. As assigned, properly and safely utilize a variety of custodial tools, supplies and equipment to sweep, scrub, mop, buff, wax, polish, scrape, refinish, seal, repair, vacuum, spot clean and shampoo floors, rugs and carpets
14. Wash windows
15. Dust and cleans walls, furniture, woodwork and materials
16. May be required to perform minor maintenance work as directed when school is not in session
17. May be required to operate a truck, van or tractor or other District vehicle
18. Empty, clean, disinfect and line trash receptacles; report any which are missing, damaged or vandalized
19. Perform other duties as assigned

**Summary of Physical Demands Ratings and Working Conditions:****Working Conditions:**

Custodian: Indoor/Outdoor working environment subject to a rigorous work schedule including bending, crouching and kneeling, pushing/pulling of equipment and tools, reaching in all direction, long periods of standing/walking.

See attached Physical Requirements for Custodian

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.