

# *Magnolia School District*

## HEAD CUSTODIAN/DISTRICT OFFICE

### **DEFINITION**

Under supervision of the Director of MOTF and District Management, supervises and participates in the work of maintaining the District Office site in a clean, sanitary, and safe condition; performs technical functions and activities in the photo copy production process, receives digital transmission of data and manipulates for printing; sets up and operates automated copiers, perform collating, binding, cutting, finishing and packaging of all completed jobs, including preparation of finished materials for distribution, keep records of all materials used, charges to be made, and perpetual inventory records of all forms and production room supplies and materials; picks up and delivers District deposits to bank and priority communication to Board Members.

### **EXAMPLES OF DUTIES**

- Confers with the Assistant Director of Maintenance and Operations and District Management regarding care and cleaning problems;
- Sees that the night custodian has a copy of the cleaning schedule;
- Requisitions materials and supplies; makes minor non-technical repairs to buildings and equipment;
- Writes and tracks work orders; cleans, scrubs, and mops floors; dusts, cleans, and polishes furniture, woodwork, and fixtures;
- Washes windows and walls; vacuums carpets;
- Moves and arranges furniture and materials;
- Set up, take down, cleanup of conference areas;
- Operates scrubbers, buffers, vacuum cleaners, and other related custodial equipment;
- Supervises and participates in the thorough cleaning of buildings;
- Inspect work completed by night custodian for accuracy and compliance with instructions and established standards;
- Participate in thorough cleaning and restoration of district office during site vacations or off track time;
- Plan and schedule photocopy activities;
- Prepare, clean and adjust machines for operation;
- Operate photocopy equipment, and other related equipment;
- Receive digital transmission of data and manipulate for printing;
- Sort, count and wrap printed materials and prepare finished material for proper distribution;
- Receive paper and supply shipments and stock shelves;
- Keep accurate perpetual inventory records;
- Keep accurate records of orders,
- Distributions and charges; compile information from various sources;
- Check and review data for completeness and conformity to established regulations and procedures;
- Sort and file material alphabetically, numerically and chronologically;
- Establish, update, input data and distribute reports, computer printouts and special lists;
- Post and receive cumulative inventory or other types of data;
- Stamp postage on MSD US mail;
- Delivers priority communication to Board Members or other individuals as identified;
- Delivers district deposits to the bank;
- Perform other related duties as required or assigned.

### **LICENSE REQUIRED**

- Possession of a valid California Motor Vehicle Operator's license.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Current cleaning methods, including preferred methods of cleaning floors, carpets, walls, and fixtures;
- Use and care of custodial materials and equipment;
- Requirements for maintaining buildings and grounds in a safe, clean, and orderly condition;
- Basic methods and techniques of photo-copy procedures and equipment;
- A variety of software, particularly word processing;
- Inventory control, supply and material management methods;
- Basic techniques and strategies of function organization and follow-through;
- Safe working conditions and procedures.

### **Ability to:**

- Order materials and supplies necessary for maintaining a clean, safe site;
- Operate heating and ventilating equipment when required;
- Use simple mechanical tools in making minor non-technical repairs;
- Review the work of assigned custodians;
- Work without immediate supervision;
- Work at heights to inspect and replace lights;
- Maintain a high standard of workmanship;
- Utilize the district work order process to report and track site maintenance needs;
- Establish and maintain effective and harmonious working relationships with site staff, fellow employees, supervisors and the public;
- Follow safe work practices;
- Follow safe driving practices;
- Lift and carry objects weighing up to 75 pounds, frequent lifting and carrying of objects weighing an average of 25 to 75 pounds;
- Understand and follow both oral and written directions;
- Work effectively, and with flexibility, in an atmosphere of frequent interruptions and changes in task priorities;
- Ability to self-manage flexible scheduled task.

### **Experience:**

- Some custodial experience is preferred;
- Some experience in customer/client relations and communication;
- Experience in performing duties in a photo-copy environment, preferred.

### **Education:**

- High school diploma or equivalent.
- Post-secondary education – Preferred.
- Pass a rigorous District test related to the field applied.

## **WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

## **PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.
- Work under deadlines with constant interruptions and interact with District staff, site staff and vendors

The physical and mental 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 accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 35

Revised: 4/10/14; 3/19/15; 7/5/16

Approved: 04/2017

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*EQUAL OPPORTUNITY EMPLOYER*

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