

Magnolia School District

ASSISTANT HEAD CUSTODIAN

DEFINITION

Under the daily supervision of the Director of MOTF and Site Administrator and guidance of the Head Custodian, is responsible for keeping an assigned area of a school site in a clean, sanitary, and safe condition.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Confers with Head Custodian regarding care and cleaning problems;
- Makes minor non-technical repairs to buildings and equipment;
- Cleans, scrubs, and polishes floors; dusts, cleans, and polishes furniture, woodwork, and fixtures;
- Washes windows and walls;
- Vacuums carpets;
- Moves and arranges furniture;
- Scrubbers, buffers, vacuum cleaners, and related custodial equipment;
- Sets up multipurpose room for lunches and civic center use; participates in the major cleaning of buildings during summer months;
- Locks and unlocks doors, gates, windows, storerooms and secures facilities;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current cleaning methods, including preferred methods of cleaning floors, carpets, walls, and fixtures;
- Custodial materials and equipment;
- Requirements for maintaining school buildings and grounds in a safe, clean, and orderly condition.

Ability to:

- Operate heating and ventilating equipment when required;
- Use simple mechanical tools in making minor non-technical repairs;
- Understand and carry out oral and written instructions;
- Supervise the work of assigned custodians;
- Maintain high standard of workmanship;
- Utilize district work order process;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public;
- Follow safe work practices.

Experience:

- Two years of custodial experience is preferred.

Education:

- High school diploma or equivalent.
- Completion of an approved custodial training course preferred.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied.

LICENSE REQUIRED

- Possession of valid California Motor Vehicle Operator's License.

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 75 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.

The physical and mental demands described above 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: 32

Revised: 4/15/74; 9/24/97; 5/27/98; 5/22/06; 6/8/12; 4/10/14; 3/19/15; 6/29/16

Approved: 04/2017

EQUAL OPPORTUNITY EMPLOYER
