



Central Valley School District Job Description #101

Head Custodian

GENERAL SUMMARY

Provide leadership 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 maintenance. 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. Performs all duties to maintain high standards of safety, cleanliness and efficiency: dust and clean classrooms and offices, wash walls and woodwork, wash windows, sweep, mop, scrub and wax floors, shampoo and vacuum carpets, and wash and sanitize bathroom fixtures and replenish supplies.
2. Provides leadership, supervises and assigns work to building custodians.
3. Trains new employees in proper cleaning and maintenance.
4. Routinely inspects buildings, grounds and mechanical equipment to insure proper maintenance and safety.
5. Maintains security and safety of building as outlined by Principal.
6. Inventories, maintains and orders custodial materials and equipment for the building.
7. 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.
8. Keeps records on regular maintenance of motors, pumps, fans, etc.
9. Assists building administrators in working with special groups who use the building in the off hours.

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. Must pass District test for Head Custodians.
3. Demonstrated leadership ability, i.e. can plan, organize, provide leadership, manage many tasks simultaneously and accomplish work on schedule.
3. Current First Aid and CPR cards; current on Bloodborne Pathogens training.
4. Familiarity with all materials and equipment used in the care of the school, gym and grounds.
5. Possesses the ability to maintain congenial, positive and productive working relationships with students, staff and the public.
6. Demonstrated initiative, flexibility, dependability and skill in custodial duties in previous years.
7. Knowledgeable of gas-fired hot water and steam heating systems.
8. Possesses general knowledge of school's electrical and mechanical operations.
9. 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 05/03
Revised 08/08