

HEAD CUSTODIAN IDEFINITION

Under general supervision, to plan, assign, supervise, and personally perform routine cleaning work in schools or office buildings and grounds of the District; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by continuing overall responsibility for the cleaning and care of a school plant or other District buildings, and by day-to-day contact with school administrators, teachers, and general public. Positions in this class generally occur in situations where the incumbent is assigned the complete responsibility for the cleaning and maintenance of a small to medium-sized school plant where the work is either performed independently or with the assistance of a small crew of helpers. Working schedules may include swing and/or night shifts with some shift rotation. Incumbents are working supervisors and personally perform many of the duties assigned to incumbents of lower custodial classes.

ESSENTIAL FUNCTIONS

Confers with Principal and supervisors regarding care and cleaning programs at the school plant;

Prepares work schedules and sees that work is done in accordance with instructions;

Reports needed repair work to the proper authorities;

Performs minor repairs and adjustments to building fixtures and equipment;

Receives and acts upon requests of faculty members, opening and closing windows, moving desks and equipment, and performing a variety of other tasks;

Operates and checks low pressure boilers, lights, and gas heaters as needed;

Supervises and personally performs the cleaning of walls, furniture, woodwork, and other equipment;

Supervises and personally performs the sweeping, scrubbing, waxing and polishing of floors;

Inspects buildings for fire, sanitary, and safety hazards, and makes reports to the Principal;

Supervises and assists in arrangement of facilities for night educational and civic meetings, directs visitors, and safeguards school property;

Keeps records and prepares reports;

Performs groundsman-gardener functions at the site;

Performs pest control functions, as needed;

Trains custodians in plant security procedures;

Sets up and takes down tables, benches, chairs in eating areas;

Replaces glass and plexiglass.

QUALIFICATIONSKnowledge of:

Modern cleaning methods and the use and care of cleaning materials and equipment;

Requirements for maintaining school buildings and grounds in a safe, clean and orderly condition.

Ability to:

Effectively supervise the work of others;

Use cleaning materials and equipment with skill and efficiency;

Use basic mechanical tools in performing minor repairs and adjustments;

Operate heating and ventilating equipment;

Follow verbal and written directions;

Work cooperatively with those contacted in the course of work;

Correctly demonstrate sufficient strength, mobility and range of motion to arm lift 53 pounds and floor lift 53 pounds in an employment entrance evaluation.

Experience:

Two years of responsible experience in custodial work.

Education:

Equivalent to completion of the twelfth grade.

Revised 10/20/92

JOBS/HdCustI