

## LA MESA-SPRING VALLEY SCHOOLS

### CLASS TITLE: HEAD CUSTODIAN

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, oversees and performs routine custodial activities at one or more assigned school sites or facilities; maintains buildings and adjacent grounds areas in a clean, orderly and secure condition; provides training and work guidance to assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Communicates with personnel, administrators and outside contacts as needed to exchange information and resolve issues or concerns.

Inspects facilities and equipment as assigned; reports safety, sanitary and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate parties; responds to health and safety concerns related to assigned functions accordingly.

Lead and participate in the cleaning classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dusts and polishes furniture and woodwork; empties waste receptacles; spot mops spills; removes gum, debris and graffiti as needed.

Leads and participates in the cleaning and disinfecting of drinking fountains and restroom facilities including sinks, toilets and urinals; fills dispensers with towels, soap, toilet paper and other items; washes mirrors, tile, walls and windows; unclogs drains and toilets as assigned; replenishes classroom supplies including paper towels and soap as needed.

Monitors inventory levels of instructional and custodial supplies; orders, receives, stores and distributes instructional and custodial supplies and materials as directed.

Moves and arranges furniture and equipment; performs minor installation, maintenance and repair of equipment, furniture and fixtures as assigned; prepares classrooms, gymnasiums and other facilities for special events or meetings as assigned; sets up and assembles chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following events.

Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; drives a vehicle to conduct work as assigned by the position; maintains equipment in working order.

Oversees and performs routine custodial activities at an assigned school site or facility; sweeps, scrubs, mops, strips, waxes and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops and other assigned work areas; spot cleans and shampoos carpets.

Oversees the preparation of assigned site for daily operations according to established procedures; locks and unlocks doors, gates and windows as appropriate; turns lights on and off as needed; maintains security of assigned areas according to established guidelines; sets alarms as appropriate.

Participates in the thorough cleaning and restoration of campus facilities during vacation periods.

Picks up paper and other debris from school grounds, walkways and areas adjacent to school facilities as assigned; sweeps concrete surfaces adjacent to school building.

Prepares and maintains various records, reports and documentation related to facility usage, inventory and assigned activities as required.

Replaces light bulbs and tubes; cleans chalkboards, white boards, trays and erasers; empties pencil sharpeners; cleans tables, chairs and floors.

Trains and provides work guidance to assigned staff; assist in the selection, training and evaluation of regular staff and provides input as assigned; schedules custodial services for a variety of special activities.

Supports site recycling program.

##### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Appropriate safety precautions and procedures.
- Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
- Oral and written communication skills.
- Principles of training and providing work guidance.
- Proper methods of storing equipment, materials and supplies.
- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Record-keeping techniques.
- Requirements of maintaining buildings in a safe, clean and orderly condition.

**ABILITY TO:**

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Estimate quantity and types of supplies needed.
- Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- Maintain records related to work performed.
- Meet schedules and time lines.
- Move and arrange furniture and equipment.
- Observe and report need for maintenance and repair.
- Observe health and safety regulations.
- Operate assigned custodial equipment.
- Oversee and participate in a variety of cleaning and custodial maintenance activities.
- Perform minor non-technical repairs.
- Understand and follow oral and written instructions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED and three years of custodial work experience.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's Job Related Proficiency Test.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor and outdoor work environment.
- Subject to fumes, dust and odors.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights to replace light bulbs.
- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Reaching overhead, above the shoulders and horizontally.
- Seeing to perform custodial duties.
- Walking or standing for extended periods of time.

**HAZARDS:**

- Exposure to cleaning agents and chemicals.
- Potential contact with blood and other body fluids.
- Potential contact with blood-borne pathogens and communicable diseases.
- Working on ladders.

**FLSA Status**

Non Exempt

**Approval Date**

3/01/08, 12/14/15, 9/28/17

**Salary Range**

Classified 45