

TITLE: HEAD CUSTODIAN

REPORTS TO: Assigned Administrator

JOB GOAL: To maintain buildings, equipment, grounds, and surrounding areas of a comprehensive high school or assigned work area in a clean, sanitary, safe, and orderly manner; and to perform related work as assigned.

QUALIFICATIONS

Knowledge of

1. Modern cleaning and restoration methods, materials, and equipment, including sterilization and sanitary methods.
2. General building maintenance and repair work.
3. Cleaning chemicals and their proper use.
4. Safe use, maintenance, and operation of equipment and chemicals used in janitorial and custodial work.
5. Flag courtesy.
6. Principles of leadership, supervision, and training.
7. Basic English usage, reading, writing, and math at a level necessary to perform assigned tasks.
8. Safety rules and regulations for this position.
9. Codes, laws, and regulations pertaining to maintaining clean and safe schools in California.
10. Computers and applicable software.

Ability to

1. Work independently and maintain high standards of workmanship.
2. Work without immediate supervision.
3. Direct and monitor the work of others.
4. Exercise independent judgment and problem-solving skills.
5. Maintain and operate complex equipment.
6. Operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner.
7. Maintain work schedules in performing tasks.
8. Observes and reports the need for maintenance repairs to appropriate authority.
9. Safely use and apply cleaning agents, equipment, and materials.
10. Communicate effectively and tactfully in both verbal and written form.
11. Maintain cooperative working relationships with all District personnel.
12. Encourage and foster teamwork among custodial crew.
13. Follow designated safety regulations associated with this position.
14. Be a productive and active team member.
15. Learn and follow the operations, procedures, policies, and requirements for an assigned program or operational unit.
16. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
17. Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties, and facilities.

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Training and Experience

1. Education equivalent to the completion of the twelfth (12th) grade.
2. Two (2) years experience in cleaning and maintaining building areas; or any combination of training and experience that would likely provide the desired knowledge and abilities.
3. Good work history and attendance.
4. One year team leader, supervisory or management experience desired.
5. Possession and maintenance of a valid First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) Certification.

ESSENTIAL FUNCTIONS

1. Communicates daily with the assigned school site administrator and custodial program administrator to coordinate, assign, prioritize, and schedule the work of custodial staff.
2. Performs or delegates daily operational tasks assigned by the school site administrator.
3. Works without immediate supervision.
4. Assigns, directs and oversees the work of custodial crews.
5. Trains custodial crew.
6. Checks in substitute custodians and assigns work loads.
7. Assists in developing the custodial budget and monitors same.
8. Communicate with site administrators, maintenance and other district staff, parents, and the community using diplomacy and discretion to solve problems and meet needs.
9. Communicate to supervisor, status of assigned projects, and if prescribed standards and state regulations are being met.
10. Communicate custodial crew attendance to supervisor and support staff.
11. Observes and reports the need for maintenance repairs to the appropriate division.
12. Maintains and operates a variety of custodial and school site equipment.
13. Maintains inventory of custodial supplies and equipment.
14. Keeps buildings and premises, including sidewalks, driveways, fields, and play areas neat, clean, and safe at all times.
15. Sweeps, scrubs, dusts, and otherwise cleans facilities and premises.
16. Vacuums rugs and carpets, dusts furniture, empties and cleans trash receptacles.
17. Cleans walls, blackboards, dry-erase boards, furniture, windows, woodwork, and other equipment.
18. Inspects custodial equipment for safety hazards and needed repairs, makes minor repairs.
19. Enters, monitors and assesses work orders for the school site.
20. Operates cleaning equipment, such as vacuums, floor cleaning and polishing machines, scrubbers, etc.
21. Locks and unlocks doors and gates to ensure security of buildings and related areas.
22. Sweeps, mops, scrubs, waxes, refinishes, and polishes concrete, linoleum, tile, and wood floors, door panels, and hand railings.
23. Assists in set-up of buildings and rooms for meetings and special events upon request to include arranging chairs, desks, equipment, etc.
24. Moves furniture, file cabinets, boxes, and other items as assigned.
25. Performs emergency clean-up resulting from breakage, vandalism, spills, clogged drains, or illness.
26. Cleans door and window glass and drinking fountains.
27. Effectively operates a computer and uses it for a variety of correspondence and communications, record keeping, work order processing, and other related tasks.
28. Follows established procedures while setting, checking, and removing pest traps.

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ESSENTIAL FUNCTIONS (continued)

29. Replaces lights bulbs and tubes and makes minor maintenance repairs.
30. Picks up papers and debris, cleans walkways and entrances.
31. Resets school clocks.
32. Assists in routine safety and site inspections.
33. Follows District policies and procedures.
34. Performs other related duties as assigned.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid state of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and instructions.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
9. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
10. Able to sustain strenuous manual labor for four (4) to six (6) hours.
11. Able to exhibit full range of motion.
12. Able to use respirators, for personal protection, up to:
four (4) hours per day, strenuous physical effort,
six (6) hours per day, moderate physical effort,
eight (8) hours per day, light physical effort.
13. Able to work at various elevated heights in a safe and effective manner.
14. Able to work in a wide range of temperatures.
15. Able to work in restricted spaces in a safe and effective manner.
16. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
17. Able to work with chemical agents in a safe and efficient manner without allergic reaction.
18. Able to work with and around the materials, chemicals, and equipment common to the construction, building, maintenance, and custodial industry.

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will complete the evaluation.

Approved by:	Board of Education	Date:	August 14, 1997
Amended by:	Board of Education	Date:	August 25, 1999
Amended by:	Board of Education	Date:	February 9, 2006

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**