

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Head Custodian	REPORTS TO:	Principal
DEPARTMENT:	Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	12 months
BOARD APPROVAL:	3/14/07	SALARY:	Range 12
CSEA APPROVAL:	1/9/07		

BASIC FUNCTION:

Plan, organize, lead, and participate in the daytime on-site custodial and routine maintenance functions and activities of an elementary school site; provide work direction and guidance to others.

REPRESENTATIVE DUTIES:

- Plan, organize, lead, and participate in the custodial and limited maintenance activities performed by the elementary school custodial staff during an assigned shift; prepare and revise work schedules. *E*
- Confer with the Principal regarding maintenance needs of school buildings and facilities. *E*
- Provide work direction and guidance to Custodians assigned to the school; assist in training of custodial personnel and provide feedback for performance evaluation. *E*
- Inspect building and grounds for damage, needed repairs, security and safety hazards and prepare work orders; remove graffiti from wall, door and windows. *E*
- Requisition needed materials, supplies and equipment; maintain operational inventory. *E*
- Oversee rooms, furniture and equipment arrangement for special events. *E*
- Coordinate, direct and participate in the major cleaning of the school plant. *E*
- Sweep, mop, strip, wax, and seal floors; vacuum rugs and carpets. *E*
- Dust, wash, and polish furniture and woodwork. *E*
- Empty and clean waste receptacles, including trash barrels. *E*
- Clean restroom, locker room, and shower. *E*
- Lock and unlock gates and doors, and set security systems; raise and lower flags. *E*
- Pick up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities; sweep concrete surfaces adjacent to the school buildings. *E*
- Perform emergency cleanup service resulting from breakage, vandalism, spilling, and illness.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above, and two years custodial experience in a school or related environment.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, materials and equipment used in custodial, groundskeeping and general maintenance work.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Basic principles of training and providing work direction and guidance to others.
- Operating principles of heating and air conditioning equipment.
- Safe practices related to cleaning methods and procedures.
- Basic record-keeping techniques.
- Reading and writing communication skills.

ABILITY TO:

- Plan and perform skilled custodial services.
- Demonstrate leadership, good judgment and common sense.
- Make arithmetic calculations quickly and accurately.
- Plan and schedule the custodial program.
- Estimate time and materials involved with the custodial program.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Relate well with the students.
- Establish and maintain cooperative and effective working relationships with others.
- Train and provide work direction to others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; regular exposure to fumes, dust and odors.

PHYSICAL ABILITIES:

Lifting, carrying, pushing, pulling and moving heavy furniture and equipment (up to 75 lbs); climb stairs and ramps; walking or standing for extended periods of time; dexterity of hand and fingers to operate equipment; bending at the waist; reaching overhead and horizontally.

HAZARDS:

Contact with cleaning agents and chemicals.

Blood Borne Pathogens