

STOCKTON UNIFIED SCHOOL DISTRICT

HEAD CUSTODIAN I

DEFINITION

Under the direction of an assigned supervisor, lead a small crew in performing routine custodial activities at an assigned K-8 School site/administrative building under 42,000 square feet; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; perform minor general maintenance and repair duties; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES: *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)*

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead a small crew in performing routine custodial activities at an assigned school site; prioritize and coordinate response to custodial requests and work orders; inspect completed work for accuracy and compliance with instructions and established standards. *(E)*

Train and provide work direction and guidance to assigned personnel; prepare employee schedules and assign daily duties to custodial personnel; provide input for employee evaluations. *(E)*

Perform minor general maintenance duties; perform minor repairs on furniture and equipment. Removal and installation of lamps/light bulbs. *(E)*

Sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets. *(E)*

Clean classrooms, cafeterias, lounges, offices, kitchens and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed. *(E)*

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; unclog drains and toilets. *(E)*

Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school building. *(E)*

Operate custodial and general maintenance equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, steam cleaners and other equipment as assigned; *(E)*

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns. *(E)*

Report safety, sanitary and fire hazards to appropriate personnel; Inspection of wheel chair lifts and fire extinguishers; report need for maintenance repairs to appropriate authority.*(E)*

Maintain and document property control including E-waste and hazardous materials for disposal. *(E)*

Lock and unlock doors and gates; maintain security of assigned areas according to established guidelines. *(E)*

Monitor inventory levels of custodial supplies and equipment; order, receive and maintain inventory of supplies and equipment. *(E)*

Move and arrange furniture and equipment; oversee the set-up and assembly of chairs, tables and other furniture and equipment for special events and activities; clean up furniture, equipment and debris following these events. *(E)*

Perform routine grounds maintenance duties as assigned. *(E)*

Participate in the thorough cleaning and restoration of campus facilities during vacation periods. *(E)*

Maintain records and quarterly safety inspections related to assigned activities.

Maintain regular and prompt attendance in the workplace. *(E)*

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

- Lead a small crew in performing routine custodial activities at an assigned school site.
- Train and provide work direction and guidance to assigned personnel.
- Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- Perform minor general maintenance and repair duties.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate a variety of custodial and general maintenance equipment.
- Estimate and order required custodial supplies and equipment.
- Maintain tools and equipment in clean working order.
- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and time lines.
- Plan and organize work.
- Prioritize and schedule work.
- Maintain records.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: one year of experience performing custodial duties.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walk and/or stand for extended periods of time.
- See with/without assistive devices sufficient to perform custodial duties.
- Lift and carry up to 40 lbs for distances up to 100 ft.
- Occasionally lift and carry up to 100 lbs at waist height for distances up to 100 ft.
- Sufficient body movement and balance to bend at the waist, kneel, crawl, crouch and stoop.
- Reach overhead, above and below the shoulders and horizontally.
- Climb ladders and work from heights.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working on ladders.