Head Custodian
12 Months/Year

Definition
Under general supervision, to plan, personally perform, and, as required, assign and supervise the keeping of an assigned area clean, sanitary, safe and orderly; to do special cleaning and building maintenance; and to do related work as required.

Distinguishing Characteristics
Positions in this class are distinguished from positions in the lower class of Custodian by the assignment of complete responsibility for the maintenance, cleaning and grounds work of an elementary school site where the incumbent is the day custodial worker. Supervision is exercised over other custodians and temporary help on a full- or part-time basis.

Example of Duties
- Confers with principal and supervisor regarding care and cleaning programs at the school plant;
- Prepares work schedules for other custodial workers and sees that their work is done in accordance with instructions;
- Assumes responsibility for keeping the entire plant in a clean and presentable manner;
- Performs minor repairs and adjustments to building fixtures and equipment;
- Supervises and personally performs the cleaning of walls, furniture, woodwork, and other equipment;
- Sweeps sidewalks and curbs, and picks up debris from school grounds;
- Waters lawns;
- Checks, replaces and delivers supplies;
- Replaces light bulbs and performs minor maintenance on pencil sharpeners, locks, desks and other equipment;
- Directs students and visitors;
- Patrols areas to prevent vandalism and theft;
- May be on call for emergency situations; and
- Assists in the restoration of buildings and grounds during summer vacation.

Desirable Qualifications

Knowledge of:
- Modern cleaning methods, and the use and care of cleaning materials and equipment;
- First aid and safety related to cleaning methods, practices and equipment; and
- Principles of supervision.

Ability to:
- Supervise and plan the work of others;
- Use cleaning materials and equipment with skill and efficiency;
- Perform heavy physical labor;
- Work without immediate supervision;
- Be on call in case of emergencies;
- Understand and follow a work schedule;
- Understand and carry out oral and written directions; and
- Maintain cooperative working relationships with students and others contacted in the course of work

Experience
One year of experience in cleaning and maintaining building areas

Education
Equivalent to the completion of the eighth grade

License
Possession of a valid California Motor Vehicle Operator's License is required

Personnel: WP:JOBDESC/headcust.jd 11-18-86

OVER ---