

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	HEAD CUSTODIAN I
Job Family:	Maintenance & Facilities
Reports to:	Site Principal/Administrator and/or Director - Facilities, Maintenance, and Operations.
Salary Level:	Range 27
Calendar:	Classified 12 Month

SUMMARY:

Under the direction of the Principal and/or Director – Facilities, Maintenance, and Operations, oversee and participate in a variety of cleaning, grounds keeping and custodial maintenance activities at an assigned elementary school; train and provide work direction to assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plan, organize and schedule custodial services at the school site and perform or lead the work of others in performing a variety of custodial tasks; oversee the general maintenance of school site, buildings and grounds; assure work orders are completed in a timely fashion.
- Train and provide work direction to assigned staff; assist in the selection, provide training and input to the supervisor on the evaluation of regular staff and student assistants.
- Monitor inventory levels of instructional and custodial supplies; order, receive, store and distribute instructional and custodial supplies and materials as directed.
- Lead and participate in the cleaning and sanitizing of restrooms, showers, locker rooms, shops, cafeterias, gymnasiums, offices and related facilities; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.
- 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; ensure waste management and recycling programs are being managed and operated effectively.
- 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; determine needs, order and maintain inventory of needed cleaning and ground keeping supplies and materials.
- Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; remove and dispose of banners and posters; sweep concrete surfaces adjacent to school building.
- Perform general ground maintenance work, including planting and cultivating of shrubs, flowers, trees, hedges and plants; keeps designated school sites free of pests and plant diseases; fertilizes, prepares and treats soil for planting; ensure proper maintenance of ground keeping equipment and tools.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, steam cleaners and other equipment as assigned.
- Plan and coordinate custodial work as necessary to prepare facilities for special events; move and arrange furniture and equipment; collaborates with cafeteria staff to ensure storage room maintenance.
- Provide general support of campus safety in ensuring proper communication, school alarm maintenance and lockdown procedures; provide oversight to ensure campus security unlock and lock doors and gates, ensuring facilities are properly secured; set alarms as appropriate.
- Raise and lower flags; lead and participate in thorough cleaning and restoration of a school plant during school vacation periods.

- Communicate with personnel, outside agencies and others to exchange information and resolve issues or concerns.
- Report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance repairs to appropriate authority.
- Maintain various records related to facility usage, inventory and assigned activities.

Other Duties:

- Perform minor maintenance, troubleshooting, and repair activities, prior to submission of work order requests to the maintenance/grounds departments
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of custodial work experience.

Licenses and other Requirements

- Valid California Class C Driver's license with proof of insurance. *(Must submit authorization for License Pull Notice)*

Knowledge of:

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

Ability to:

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

DESIRED QUALIFICATIONS:

- Specialized licensing in electrical, carpentry, plumbing, or related.
- Experience as a custodian in a school setting.
- Hazmat and other safety training.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.

Physical Demands:

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

Hazards:

- Subject to fumes, dust and odors.
- Exposure to cleaning agents and chemicals.
- Working on ladders.
- Exposure to blood and bodily fluids.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA _____ DATE 6-12-18

DISTRICT _____ DATE 6/12/18

Board Approved: May 24, 2018