

## Custodian Head-WC/IH (Child Development/Continuation High School)

### Purpose Statement

The job of Custodian Head-WC/IH (Child Development/Continuation High School) is done for the purpose/s of overseeing and providing custodial services at assigned site; ensuring a clean, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; preparing facilities for activities and events; overseeing assigned custodians; and preparing status and work order reports.

This job reports to Director of Maintenance, Operations & Facilities or Designee

### Essential Functions

- Assembles a variety of furniture and small equipment for the purpose of ensuring availability of items in a safe working condition.
- Cleans assigned facilities and/or grounds (station) (e.g. classrooms, offices, restrooms, gutters, yards, etc.) for the purpose of maintaining a sanitary, safe and clean environment.
- Coordinates and performs summer maintenance (e.g. strip/wax floors, moves furniture, cleaning, etc.) for the purpose of completing and/or facilitating summer construction.
- Informs students and other site personnel (e.g. safety notifications, barriers, etc.) for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in a clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Participates in staff meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of facilities.
- Prepares site for daily operations and close of day (e.g. opening/closing facilities, raising/lowering flags, sweeping walkways, etc.) for the purpose of ensuring facilities are safe and operational.
- Prepares buildings and grounds for use by district and non-district events for the purpose of completing set-up design documented in permit (event description).
- Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking action or notifying other personnel for resolution.

- Supports the Teachers, Administrators, and site maintenance staff (e.g. grounds, trades, custodians, etc.) for the purpose of ensuring the completion of of general and site-specific custodial activities.
- Trains assigned custodial staff for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Department.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, adhering to safety practices; handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; use and storage of cleaning chemicals.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; working with interruptions; displaying mechanical aptitude.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High school diploma or equivalent.

**Equivalency:** .

**Required Testing**

Pre-Employment Proficiency Test

**Continuing Educ. / Training**

**Certificates and Licenses**

**Clearances**

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

