

## Enterprise Elementary School District Job Description

Job Title: Head Custodian (Classified Position)  
Department: Maintenance and Operations  
Reports To: Site Administrator/Maintenance & Operations Manager  
Range: E  
Prepared By: Reclassification Committee  
Prepared Date: January 22, 2013  
Approved By: Board of Education  
Approved Date: February 6, 2013

**SUMMARY:** Under the general supervision of the Site Administrator/Maintenance & Operations Manager and/or designee, serve as a head custodian; monitor/direct custodians assigned to the site; perform and delegate custodial duties required to maintain school buildings, furniture, equipment and grounds in a clean, safe and efficient manner; perform other job related duties as assigned by Site Administrator/Maintenance & Operations Manager and/or designee.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Build and maintain positive relationships with other public officials, school employees, parents and students using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Supervise and direct assignments of employees and/or substitutes in the custodial department
- Communicate employee time off to guarantee accurate timecards and/or collect timecards when necessary
- Coordinate employee time off requests/notices and arrange for substitute coverage
- Provide training and/or mentoring to new custodial employees
- Prepare school for opening and closing such as, but not limited to: raising/lowering flag, arm/disarm alarm, lock/unlock gates, doors, identifying any unsafe condition, etc.
- Check all points for security
- Maintain safety and appearance of campus, such as, but not limited to: paved areas, walkways, cafeteria/gym/multi-purpose floors, track, and playground by using appropriate equipment/supplies
- Perform a variety of custodial duties: cleaning classrooms, restrooms and all other campus facilities based on District Standards such as, but not limited to: Sweeping, mopping, vacuuming, shampooing, stripping, waxing floors; dusting; cleaning walls, doors, window sills, windows, furniture, etc.
- Empty waste containers and dispose of trash
- Maintain/Replenish dispensers such as, but not limited to: soap, towels, tissues, etc.
- Assist with school safety emergency drills and procedures
- Frequently monitor and assign/assist with necessary clean-up during school meal periods.
- Set up and/or break down tables, chairs and other equipment for cafeteria, school functions, events, etc.
- Evaluate, prepare and submit work orders, purchase orders, supply/material orders, various inspection reports, etc.
- Maintain and update MSDS binder

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- May include driving to pick-up and/or assist with the delivery of supplies, heavy containers, curriculum, office supplies, equipment, etc.
- Maintain equipment used in course of work
- Safely use ladders and/or other appropriate equipment to retrieve/collect items from roof or other District facilities
- Replace lights
- Perform minor non-technical repairs/projects, such as, but not limited to securing/adjusting/assembling furniture, reader board and painting
- May assist in performing other related maintenance and operations duties as assigned by the Site Administrator/Maintenance & Operations Manager
- Perform other duties which reasonably relate to the position

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED); Previous experience performing duties similar to those listed above preferred.

**LANGUAGE SKILLS:** Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence. Speak with another person and/or group in an understandable voice with sufficient volume to be heard at a normal conversational distance and on the telephone, hand held radio, loud speaker or other forms of communication devices. Must be able to take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the Site Administrator/Maintenance & Operations Manager and/or designee in the specific duties as outlined above.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid California Driver's License; maintain First Aid/CPR card; maintain current asbestos awareness training and any other mandated trainings/certifications.

**MATHEMATICAL SKILLS:** Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, standard English.

**OTHER SKILLS AND ABILITIES:** use a variety of tools and equipment; communicate effectively in both oral and written form, including computer; receive and give instructions, and prepare work orders and reports; measure distance and calculate quantities; maintain files and inventory records of supplies; set priorities; coordinate several projects/activities simultaneously; plan and coordinate work schedules, assist in training, planning and directing the work of other staff, students, and community.

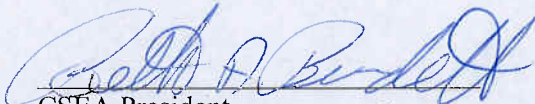
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**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

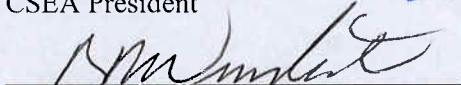
While performing the duties of this job, the employee is regularly required to talk and hear. The employee is occasionally sitting; frequently required to stand; walk; use hands and fingers to touch, handle, or feel objects, tools, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 30 pounds, occasionally lift, move, push, and/or pull up to 50 pounds; lift greater than 50 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

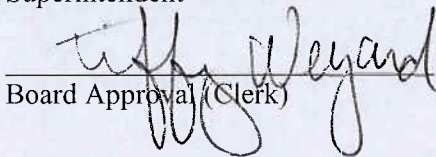
While performing the duties of this job, the employee is occasionally exposed to hot and cold foods, odors and/or surfaces, moving mechanical parts; high, precarious places, toxic or caustic chemicals; biohazards, sharp objects; short exposures to extreme temperatures, risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is usually moderate to loud.

  
CSEA President

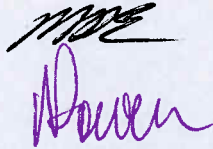
\_\_\_\_\_  
Date

  
Superintendent

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Date

  
Board Approval (Clerk)

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