

Enterprise School District

Redding, California

JOB DESCRIPTION

Head Custodian (with supervisory responsibility)

DEFINITION

Under the supervision of the School Principal, responsible for keeping the school grounds and buildings clean and well maintained.

DUTIES

Supervises and directs assignments of three or more FTE's (full-time equivalents) in the custodial department, which includes, but is not limited to: arranging and directing work schedules of custodial staff, arranging for substitutes when necessary, effectively communicates problems that arise to the immediate supervisor; delegating custodial responsibilities, monitoring the quality and quantity of work performed by the custodial staff, orders supplies as needed by the department in the performance of their duties, arranges for outside services when repair work is beyond the ability of the custodial staff, and holds overall responsibility to the custodial and maintenance needs of the facility. This position shall include the active participation in the custodial requirements of the school facility as outlined in the "Custodial" job description, or the active participation in the "Custodial with Technical Maintenance" job description in so far as the level of ability allows.

QUALIFICATIONS

Supervisory ability which includes but is not limited to: ability to organize and direct people effectively, ability to communicate effectively, possesses a positive attitude toward self and others, possesses a sincere desire to lead others in a positive manner for the pride and maintenance of the facility. Additional qualifications include: knowledge of basic methods, supplies and tools used in custodial work, perform manual labor as needed, conducts duties in an enthusiastic manner, able to perform general custodial and maintenance work, education equivalent to completion of twelfth grade, previous experience performing duties similar to those listed above. Valid California Driver's License.