



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 21-2023/24  
DOCUMENT NO. 09-2023/24  
DATED: 09/20/2023

**HEAD CUSTODIAN I**

**DEPARTMENT/SITE:** Maintenance and  
Operations

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 25

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Principal/Custodial Supervisor

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Principal and Custodial Supervisor, the Head Custodian I plans, organizes, leads, and participates in a variety of special cleaning operations and the preparation of facilities for classroom activities and campus events; ensures an attractive, sanitary, and safe environment for students, staff and visitors; trains and provides work guidance assigned custodians in the performance of their assignments and ensures that assignments are completed in a safe, proper and timely manner. The incumbents in this classification provide the school community with leadership in custodial services at an assigned site, which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS:**

This job is distinguished from similar jobs by the following characteristics: this position is assigned at a smaller elementary school campus, K-8 schools, Alternative Education school, or other District sites with fewer or no custodians to lead and less square footage responsibilities than the campus of a Head Custodian II.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Completes all responsibilities of the custodian in a manner that sets the standard of quality at the site for maintaining a sanitary, safe, and attractive environment.
- Conducts a variety of training and drills with students and staff (e.g., fire, intruder, earthquake, health, and safety) to ensure that emergency procedures are in order, alarm systems are operational, and/or established procedures are effective.
- Consult with administrative personnel to plan, prioritize, and schedule custodial activities and achieve site maintenance objectives.
- Inspects facilities to ensure that the site is suitable for safe operations, maintained in an attractive and clean condition and identifies necessary repairs to facilities and/or equipment.
- Leads and provides work guidance to assigned custodial personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains, cleans, and performs minor servicing and repairs to all custodial equipment.
- Operates a computer and assigned software to perform various job duties (e.g., work orders, supply orders, monitor custodial budget, timesheets).
- Oversees facility maintenance activities and assigned custodial personnel to ensure functions are performed efficiently and in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars to convey and/or gather information required to

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perform job functions.

- Performs seasonal maintenance (e.g., strip/wax floors, shampoo carpet, move furniture) to complete and/or facilitate summer projects.
- Prepares athletic fields/courts and sets up for events (e.g., chalking, paint striping, assemblies, dances, promotion/graduation ceremonies, community rentals) to provide adequate, attractive, and safe areas for athletic and campus events.
- Prepares the site for daily operations (e.g., unlocks and opens gates, raises flags, picks up trash, blows/sweeps walkways) to ensure facilities are operational and hazard-free.
- Prepares written materials (e.g., supply requisitions, safety inspections, work orders, inventory records, timesheets) to document activities and/or related activities to administration for action.
- Requisitions equipment, supplies, and materials to maintain the availability of required items and complete jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms) and take appropriate action or notify appropriate personnel for resolution.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

*(At time of application)*

#### **Knowledge of:**

- Proper methods, techniques, materials, tools, and equipment used in industrial cleaning, including basic methods of cleaning floors, carpets, furniture, walls, and fixtures
- Proper use and care of equipment, materials, and supplies
- Principles and practices of training, leading, and providing work direction to others
- Requirements of maintaining schools and buildings in a safe, clean, secure, and orderly condition
- Perform basic math, including calculations using fractions, percentages, and/or ratios
- Read a variety of manuals; write documents following prescribed formats, and/or present information to others
- Understand complex, multi-step written and oral instructions
- Operation of a computer and assigned software
- Basic tools for minor repairs
- Use and care of supplies and equipment
- Safety practices, procedures, and precautions, including proper lifting techniques

#### **Skills and Abilities to:**

- Operate a variety of equipment and materials used in industrial maintenance, including electrical cleaning equipment and basic repair tools (e.g., vehicle, floor washer/buffer, backpack blower, scissor lift, boom lift, pressure washer, small hand/power tools)
- Adhere to safety practices
- Train, lead, and provide work guidance to assigned custodial personnel
- Prepare and maintain accurate records
- Work cooperatively with others in a variety of circumstances
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Operate a computer and assigned software needed to accomplish assigned duties (e.g., spreadsheets, databases, word processing, email) Problem solve to identify issues and select appropriate action plan
- Read, write, speak, and understand English, and follow verbal and written directions
- Adapt to changing work priorities
- Meet schedules and timelines and plan and organize work effectively
- Work confidentially with discretion and work independently with minimal supervision

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- Work flexible hours
- Establish and maintain effective working relationships with all those encountered in the course of work
- Analyze situations accurately and adopt an effective course of action or improve procedures
- Physical stamina sufficient to maintain a strenuous work schedule
- Maintain certifications and ongoing training

**RESPONSIBILITY:**

Responsibilities include working under limited supervision following standardized practices and/or methods, providing information and/or advising others, and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High school diploma or equivalent.

**EXPERIENCE REQUIRED:**

Two (2) years of experience as a school custodian.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to operate a district vehicle as needed to conduct work.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain the following:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam (C) through the District's provider at the District's expense
  - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations.)*

- The job is performed both indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with a variety of custodial equipment and power tools, and regular exposure to biohazardous waste, hazardous materials, dirt, dust, fumes, unpleasant odors, and/or loud noises
- Employees are required to work irregular shifts depending on the season
- Drive a vehicle/golf cart to conduct work
- Visual acuity to see, to drive, view a computer screen, and read a variety of materials
- Significant dexterity of hands and fingers to operate custodial equipment, power tools, and manipulate objects
- Hearing and speaking to exchange information on the radio, by phone, or in person
- Sitting, standing, or walking for extended periods and on uneven ground
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects
- Reaching overhead, above/below the shoulders, and horizontally to retrieve and store equipment and supplies
- Bending at the waist, kneeling, crouching, and crawling
- Neck flexion/rotation
- Climbing, balancing, and working at heights
- Heavy manual labor