

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Head Custodian I  
**Department/Site:** Maintenance Department  
**Reports to:** Supervisor - Maintenance

**Classification:** Classified  
**Salary Schedule:** Classified  
**Salary Range:** 25  
**FLSA:** Non-exempt

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### PURPOSE STATEMENT

Under general direction, the purpose of this position is to provide support to the educational process by providing leadership in custodial services at assigned sites. To ensure an attractive, sanitary and safe environment for students, staff and visitors by performing a variety of special cleaning operations. Overseeing the preparation of facilities for classroom activities and campus events, overseeing and supporting assigned custodians in the performance of their assignments and ensuring that assignments are completed in a safe, proper and timely manner.

This job is distinguished from similar jobs by the following characteristics; this position is at a smaller, Elementary school campus/small K-8<sup>th</sup> School/ Alternative Ed/ or Middle-school with fewer or no custodians to supervise and less square footage responsibilities than the campus of a Head Custodian II.

### ESSENTIAL FUNCTIONS

- 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, etc.) for ensuring that emergency procedures are in order, alarm systems are operational and /or established procedures are effective.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Inspects facilities for ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment.
- Oversees facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares athletic fields/courts (e.g. chalking, paint stripping, etc.) for providing adequate, attractive and safe areas for athletic events.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for ensuring facilities are operational and hazard free.
- Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, timesheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Requisitions equipment, supplies and materials for maintaining availability of required items and completing jobs efficiently.
- Responds to immediate safety and/or operational concern (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.

- Trains assigned personnel for developing professional trade and safety awareness skills.

### **OTHER FUNCTIONS**

- Performs other duties as assigned which are related, or logical in assignment to the position.

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

#### **Knowledge of:**

- Perform basic math, including calculations using fractions, percent's, 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 instruction.
- Methods of efficient industrial cleaning including floor and carpet.
- Basic tools for minor repairs.
- Use and care of supplies and equipment.
- Safety practices and procedures.

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

- Operating equipment and materials used in industrial maintenance.
- Adhering to safety practices.
- Preparing and maintaining accurate records.
- Must work with others in a variety of circumstances.
- Operate equipment-using variety of data and utilize.
- Problem solving may be required to identify issues and select action plan.
- Read, write, speak and understand English, follow verbal and written directions.
- Adapt to changing work priorities
- Meet schedules and timelines, plan and organize work.
- Work confidentially with discretion, work independently with minimal supervision.
- Work flexible hours.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Analyze situations accurately, adopt an effective course of action or improve procedures.

### **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 resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, and 20% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Three years of experience as a school custodian.

### **Education:**

High school diploma or equivalent.

### **Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

### **Continuing Education/Training**

- Maintain as needed

### **Clearances/Certificates/Licenses**

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (C)
- Valid CDL