

Twin Rivers Unified School District

Position Description

Position: Head Custodian III		Salary Grade: 115
Board Approved: 12/15/15	Effective: 2/1/16	FLSA: Non-exempt

Summary

Oversees and participates in providing custodial services and light maintenance work at a high school or similarly complex facility. Ensures safe school environs, assigns custodians, and inspects work for quality.

Distinguishing Career Features

Head Custodians generally have responsibility for more than one program or venue. Advancement to Head Custodian I requires 2 years of experience as a Custodian in the District or three years total, and demonstrated skills and abilities in light maintenance, prioritizing work assignments, working independently, and communicating effectively with Custodians. Advancement to Head Custodian II or III, typically requires secondary school experience and demonstrate the ability to lead larger crews and can lead major cleaning such as carpeting, and stripping and refinishing of floors.

Essential Duties and Responsibilities

- Plans, prioritizes, and carries out the custodial services at a secondary school or equivalent site. Coordinates, assigns, participates in, and inspects the work of assigned Custodians, and provides communications to the daytime staff or maintenance on matters needing attention.
- Performs Custodian duties and provides or coordinates orientation and training of Custodians in work methods, best and safe practices.
- Coordinates, oversees, and participates in major cleaning projects that include carpets, wood floors requiring stripping and refinishing, walls, and windows. Initiates orders for equipment and supplies in connection with projects.
- Reviews daily and weekly site schedules and rearranges routines for custodial services in minimize interruptions.
- Reviews work order requests. Ensures the cleanliness, and proper appearance of facilities including sport areas and auditoriums.
- Confers with school administrators or Operations supervision regarding custodial and maintenance needs of assigned building, grounds, and facilities.
- Unlocks and locks doors and gates. Inspects buildings and grounds for damage, security, and safety hazards.
- Initiates orders for, and receives, stores, and issues, custodial supplies, materials, and equipment.

- Oversees and participates in cleaning and setup of rooms, furniture, and equipment arrangement for school activities and special events.
- Oversees and sets up rooms and facilities for a variety of day and evening activities.
- Inspects custodial cleaning by conducting walk-through reviews. May require documentation of work activity such as work performed, problems encountered, and supplies consumed.
- Coordinates ordering of supplies and other purchased items. Receives, verifies, loads unloads, and stores inventory and supplies. May assemble furniture and other fixtures.
- Performs the duties of a Custodian as required to meet timelines and quality.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

The position requires in-depth knowledge of methods, materials, tools and equipment utilized in custodial and general maintenance. Requires considerable skill in using the full range of equipment used in custodial work. Requires a working knowledge of work hazards and safety practices. Requires knowledge of leadership practices. Requires sufficient English language writing skill to document work activity. Requires sufficient human relations skill to influence the productivity of a small team and work cooperatively with site personnel and the public.

Abilities

Requires the ability to perform all of the essential duties of the position on a journey level. Requires the ability to schedule, assign and perform 'walk-through' quality reviews of the work of Custodians. Requires the ability to demonstrate custodial equipment and methods to Custodians. Requires the ability to plan, prioritize, and assign work in order to meet schedules and timelines. Must be able to write and maintain routine records, reports and correspondence.

Physical Abilities

Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe environmental conditions. Requires sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waist and floor levels, max. 50 lbs.), carry (max. 50 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time.

Education and Experience

The position typically requires completion of high school and four years of experience as a Custodian.

- **Licenses and Certificates**

May require a valid Driver's License and a First Aid Card.
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- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and blood born pathogens.
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