



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
Head Custodian

JOB DESCRIPTION

ESSENTIAL FUNCTION

Under the supervision of the site administrator and maintenance supervisor, performs the coordination of the custodial functions including the health and safety program of the school and to do related work as required.

DIRECTLY RESPONSIBLE TO AND SUPERVISED BY

Site Administrator
Maintenance Supervisor

IMMEDIATE SUBORDINATES

Custodians
Custodians/Gardener

DUTIES AND RESPONSIBILITIES

Performs a wide variety of responsibilities; receives direction from the site administrator and maintenance supervisor concerning the physical condition (sanitary and safety) of the school site and assures the site administrator there are no health or safety hazards; makes a physical inspection of the site each morning and immediately reports any health or safety hazards to the site administrator; corrects the situation, if possible, or initiates a work requisition to be submitted to the district office for assistance.

QUALIFICATIONS

Knowledge of:

Current custodial methods and procedures; cleaning materials and proper use; the preparation of work schedules and preventative maintenance schedules for all electrical and power equipment on site.

Ability to:

Perform all the physical tasks associated with the position; supervise the work of subordinates in daily routines as well as minor maintenance chores; carry out instructions from the site administrator and the maintenance supervisor; communicate and work cooperately with staff members; perform other duties as assigned by the site administrator or maintenance supervisor.

Education and Experience:

Completion of twelfth grade desired; knowledge of custodial and light maintenance techniques.

Requirements:

Pass fingerprint clearance before employment; furnish a copy of physical examination and documented evidence of physical fitness and capacity to perform all responsibilities before employment; possess a valid California drivers' license.

Physical Abilities:

Lifting objects weighing up to 50 pounds; standing and walking for extended periods; bending at the waist; pushing, pulling, carrying, twisting/turning; climbing ladders; vision to assure proper and complete cleaning; and dexterity of hands and fingers to operate power cleaning equipment.

WORKING ENVIRONMENT

Indoor and outdoor work.

Hazards

Custodian employees are exposed to cleaning chemicals and fumes.

SALARY AND WORK INFORMATION

Classified Salary Schedule: Head Custodian

Work Year: 261 Days, twelve (12) month work year.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.