

ORANGE UNIFIED SCHOOL DISTRICT

HEAD CUSTODIAN

DEFINITION

Under supervision – oversees, schedules, and coordinates the cleaning activities at an elementary school plant; keeps assigned building areas clean and orderly; performs some general services related to walkways, setups, and supplies; and does related work as required.

Representative Duties

Plans schedule and assignment of cleaning duties, and when approved, oversees and performs this work; coordinates supervises, and checks the work of one or several Custodians; orients, trains, and evaluates Custodians; inspects buildings and ground for safety, vandalism, or needed repairs and takes appropriate action; maintains custodial supplies and equipment.

Performs cleaning duties for assigned rooms and other areas; sweeps, mops, scrubs, and waxes floors; vacuums rugs and carpets; dusts and polishes whenever required during shift; washes windows, empties trash and garbage, and generally insures a clean and safe plant; turns on heating or air conditioning equipment, adjusts for temperature changes, and reports need cleaning work, such as washing walls, cleaning light fixtures, stripping and refinishing floors, and scouring, shampooing, waxing, or spotting floor surfaces.

Performs service-maintenance duties, such as unstopping drains and cleaning grease traps, tightening screws on pencil sharpeners or bolts on furniture, performed with such tools as screwdriver, hammer, plunger, or other ordinary household hand tools; paints classrooms.

Assists in general school operations by receiving and distributing supplies; setting up tables, chairs, and furniture for special activities; assisting in moving heavy objects; raising and lowering flags; opening up or securing buildings and rooms; placing safety barriers; sweeping walkways; picking up debris.

Organizational Responsibilities

Positions in this class work days, are responsible to the school Principal for general assignments, and assume overall responsibility for the cleanliness, sanitation, and safe condition of an elementary school plant. This is a working-lead position with specific responsibility for the scheduling of all cleaning, performing some cleaning on the schedule, and overseeing the activities of one or more full-time or part-time custodians who normally work afternoon and evening periods. Some operations and painting duties are performed including some outdoor cleaning or general grounds work. Responsibility also includes maintaining cooperative and effective working relationships. (may be called on off-hours for school emergencies, such as burglaries, vandalism, fire or equipment failures.)

ENTRANCE QULIFICATIONS GUIDE

Training and Experience – Equivalent to:

Good work history including two years of experience custodial or general maintenance work, preferable in a school district or for other employer having responsibility for valuable buildings and contents, as well as constant public contacts.

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Knowledge and Abilities

Good knowledge of: methods, materials, and equipment used in janitorial and cleaning work, especially in relation to all types of flooring surfaces, walls and furniture. Some knowledge of building and equipment maintenance, safe working methods and procedures.

Practical knowledge of: power and hand tools and industrial cleaning equipment.

Ability to: Understand and carry out oral and written instructions; maintain schedules for periodic cleaning of all facilities assigned; get along well with school children, teachers, and the public; perform strenuous physical work on schedule; perform tasks without close supervision; make simple arithmetic calculations and keep simple records; spot safety and sanitation needs and correct or “handle” them properly; oversee and communicate, as well as check, evaluate and train, with other custodial helpers, order and maintain custodial supplies.

Licenses and Other Requirements:

Valid California Driver’s License

PHYSICAL DEMANDS AND WORKING CONDITIONS

Medium Work:

Positions in this class perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Other Conditions:

Incumbents may e required to work with harsh or abrasive substances;

Incumbents may be required to work in inclement weather.

Board Approved: March 1977