

## East Side Union High School District

**Job Title: Head Custodian (I/II/III/IV)**

### **Description of Basic Functions and Responsibilities:**

To plan, schedule, assign, direct, supervise, and participate in the cleaning, gardening, custodial, and routine maintenance functions for assigned school or district facilities. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification direct, coordinate and supervise the work of others. This job class is responsible for the general cleanliness, safety, and security of assigned school / district sites and facilities and exercises independent judgment in the selection of work methods and procedures used in general custodial / gardening maintenance projects. This job class functions at a lead level and is responsible for custodial and grounds operations at assigned school / district site.

### **Distinguishing Characteristics**

Positions within the I, II, III, or IV level are based upon the size or type of facility to which assigned and / or the number of subordinates supervised.

Head Custodian I: Small school or facility, supervises 1 to 3 subordinates allocated to the Custodian and / or Gardener classifications

Head Custodian II: Medium sized school. Supervises 4 to 12 subordinates allocated to the Lead Custodian, Custodian, Gardener and Pool Technician classifications

Head Custodian III: Large school. Supervises 13 to 16 subordinates allocated to the Lead Custodian, Custodian, Gardener and Pool Technician Classifications.

Head Custodian IV: Largest school site where the geographic area to be maintained is very large and requires the services of 17 to 20 subordinates allocated to the Lead Custodian, Custodian, Lead Gardener, Gardener and Pool Technician classifications.

**Supervisor:** School / District Administrator

### **Typical Duties:**

Plans assigns, directs, and participates in cleaning, custodial, grounds-keeping, and routine maintenance functions for assigned school or district site classrooms, offices, buildings, grounds, and other facilities

Direct, train, and provide input to evaluation assigned custodial and grounds-keeping personnel

Inspects completed work for accuracy and compliance to instructions and established custodial / maintenance standards

Performs minor maintenance, repairs, and adjustments to building fixtures and equipment

Operates, sets, and checks boilers, furnaces, heaters, air conditioning, lighting systems, and timers as required

Inspects assigned school facilities and grounds for vandalism and sanitary / safety hazards; performs necessary repair / cleanup or reports hazards to appropriate authority

Orders, stores, and maintains inventory of cleaning supplies and materials for assigned facilities / plant; monitoring expenditures to ensure compliance with established budget requirements

Cleans and maintains classrooms, restrooms, multipurpose rooms, gymnasium, offices, and related areas

Cleans walls, furniture, windows, woodwork, lockers, chalkboards, and other equipment; paints over graffiti

Sweeps walks, hallways, and driveways; picks up paper and rubbish

Directs and assists in the set up and arrangement of furniture, facilities, and grounds for assemblies, lunch, athletic events, and special meetings / events

Confers with school site administrators and staff regarding custodial and maintenance projects and activities

Ensure security of assigned facility; locks and unlocks doors, windows and gates, enters security code, inspects burglar / smoke alarms for proper functioning, repairs and / or arranges for lock repairs

Maintains records and prepares routine reports related to assigned functions

Directs and participates in the routine maintenance of custodial and grounds-keeping tools and equipment

Initiates work orders for major maintenance needs

Acts as information source to subordinate custodians regarding work methods, procedures, problems, etc

Picks up / delivers parcels, food supplies, and assigned site payroll

Performs related duties as required