

SAN CARLOS SCHOOL DISTRICT

HEAD CUSTODIAN (DAY)

BASIC FUNCTION:

Under the direct supervision of the school principal maintains assigned site(s) by performing routine custodial tasks and semiskilled maintenance tasks according to a prepared work schedule arranged with the school principal.

ESSENTIAL DUTIES:

- Oversees more than one FTE Custodian and sees that the work is done in accordance with instructions.
- Oversees the custodians schedule to ensure timelines are met for the custodians at a campus that includes two or more schools with shared facilities.
- Routinely sweeps, scrubs, waxes, and polishes linoleum, concrete, tile and wood floors and vacuums rugs and carpets in offices, nurse's and faculty rooms, auditoriums, gyms and multipurpose rooms, dinning rooms, cafeterias, hallways, classrooms, ramps and stairways.
- Cleans and dusts walls, furniture, woodwork, hall lockers, kitchen equipment and other equipment.
- Picks up paper and other refuse on floors and sweeps walks and entrances, empties and cleans waste containers.
- Daily washes, scrubs, and disinfects student and adult restrooms and nurse's office.
- Cleans windows, door glass, and drinking fountains
- Cleans and polishes metal work such as door panels and hand railings.
- Lights and turns off room heaters and hot water heaters as needed provided proper training has been provided and competency is established as needed.
- Assists in operation of school heating plant and plumbing maintenance provided proper training has been provided and competency is established.
- Clean graffiti marked areas.
- Clean classrooms, cafeterias, lounges, offices, kitchens, hallways, locker rooms, gymnasiums, auditoriums or other facilities; dust, routinely sanitize and wipe down desks, furniture, doors, countertops, equipment and woodwork; spot mop spills; remove gum, debris, cobwebs and graffiti as needed.
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile, walls, light fixtures, dispensers, hand dryers and windows; unclog drains and toilets.
- Lock and unlock doors and gates as appropriate; turn lights on and off; set alarm systems as assigned; maintain security of assigned areas according to established guidelines.
- Understand the emergency alarm panel and assist with fire drills, including resetting pull stations.
- Perform minor maintenance and repairs on facilities and equipment; replace light bulbs as needed; refer major maintenance and repair needs to appropriate staff; check and replace fire extinguishers as assigned.
- Move and arrange furniture and equipment as required; set-up and assemble chairs, tables and other furniture and equipment for meetings, assemblies, special events and activities as assigned; clean up furniture, equipment and debris following these events; raise and lower flags as required.
- Monitor inventory levels of custodial supplies; assist with ordering, receiving and maintaining inventory of custodial supplies as assigned.
- Report safety, sanitary and fire hazards to appropriate personnel; respond to emergency custodial requests as needed.
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods as required.
- Is present on a daily basis to perform duties assigned.
- Will be called upon to clean bodily fluids such as blood, vomit, urine and feces.
- Set up parking drop-off/pick-up zones and traffic barriers as necessary.

OTHER DUTIES:

- Perform related duties as assigned.
- May perform minor maintenance on playground equipment
- Replace belts and bags on vacuum cleaners as necessary.
- Conducts an inventory of custodial supplies, orders, stores and monitors the use of supplies and equipment.
- Blows leaves.
- Learn, interpret, and applies the District rules, regulations and policies.
- Assist other custodial and maintenance personnel as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.

ABILITY TO:

- Perform routine custodial duties at a designated site during an assigned shift.
- Maintain buildings and adjacent grounds areas in a clean, orderly, safe and secure condition.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate a variety of custodial equipment.
- Maintain tools and equipment in clean working order.
- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and time lines.
- Effectively work as a team member.

EDUCATION AND EXPERIENCE AND OTHER REQUIREMENTS:

- Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.
- Pre-employment physical
- Drug Test
- First Aid and/or CPR (may be required, training will be provided)

WORKING CONDITIONS ENVIRONMENT:

- Indoor and outdoor work environment.
- Regular exposure to fumes, dust and odors.
- Seasonal heat and cold, humidity and rain or adverse weather conditions.
- Wear appropriate safety equipment such as gloves, masks, closed toe shoes, safety glasses and ear protection.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Push and/or pull a variety of tools and equipment weighing up to 50 pounds.
- Lift up to 50 pounds when needed.
- Carry up to 50 pounds when needed.
- Must sustain normal physical effort for 8 hours.
- Bending at the waist, kneeling or crouching.
- Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion.
- Ability to work in a safe effective manner in the following: at various elevated heights on ladders, roofs, and in restricted spaces, with a variety of chemical agents without allergic reaction and demonstrate manual dexterity necessary to perform fine motor skills during custodial maintenance procedures and operate both manual and power hand tools, operate a variety of powered equipment and tools commonly associated with janitorial and custodial services.
- Climb slopes, stairs, steps and ladders.
- Ability to conduct verbal conversations.
- Hear normal range verbal conversation (approximately 60 decibels).
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HAZARDS:

- Exposure to cleaning agents and chemicals.
- Working on ladders.
- Exposure to blood borne pathogens
- Exposure to bodily fluids