

Job Description

Position:

Head Custodian

General Description:

Under the direct supervision of the Director of Buildings and Grounds with directions from the site principals.

Assume custodial charge of assigned facility and perform all custodial duties required to maintain school site in a clean, orderly, attractive and secure manner. Train and provide work direction and guidance to custodian and night custodian.

Job Goal:

To ensure students and staff have a safe, attractive, comfortable, clean and efficient place in which to learn, play, work and develop.

Specific Duties and Responsibilities:

- Duties may include, but are not limited to the following:
- Confer with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities; respond to the custodial needs of district staff.
- Monitor inventory levels of custodial supplies and equipment at the school sites; order, receive and maintain adequate inventory levels of custodial supplies and equipment; deliver various items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.
- Clean classrooms, cafeterias, lounges, offices, kitchens, hallways, locker rooms, gymnasiums, auditoriums and/or other facilities; dust, sanitize and wipe down desks, furniture, doors, countertops, equipment, woodwork, windows, chalk/whiteboards, dump trash, etc.
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; mop daily, clean mirrors, tile, walls, light fixtures, dispensers and windows; unclog drains and toilets.
- Clean tables and floors.
- Maintain security of facilities during assigned hours; set and deactivate alarm systems; lock gates, doors and windows at end of each work shift; monitor facilities for vandalism and safety and fire hazards and report to supervisor. Raise and lower flags; water and care for lawns; respond to emergency calls after hours as per contract.
- Follow district plan for the conservation of energy.
- Recognize and deal with safety hazards in a manner appropriate to eliminate such hazards.



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- Perform light maintenance on HVAC units such as changing filters, lubricating bearings, adjusting or replacing belts, etc.
- Clean walkways and areas adjacent to school facilities; pick up paper and other debris from school grounds; sweep concrete surfaces adjacent to school buildings; empty waste receptacles and replace liners.
- Perform minor plumbing maintenance and repairs on facilities; drinking fountains, toilet flush valves, etc.
- Perform minor electrical maintenance and repairs on facilities; replace light bulbs, ballasts, switches, fan motors, etc.
- Perform minor touch-up painting.
- Perform minor repairs to lawn irrigation systems.
- Maintain and operate a variety of custodial equipment in a safe and efficient manner including vacuums, mops, small hand and power tools, buffer/scrubber machines, sweepers, carpet cleaners, blowers, two-way radios and other equipment as assigned.
- Assist building administrators in working with special groups who use the buildings in the off hours.
- Assist maintenance department as needed.
- Attend all maintenance department trainings.
- Establish and maintain cooperative working relationships with all employees and students.
- Other custodial or maintenance duties as assigned.

Basic Qualifications:

- High School diploma or equivalent.
- Possess a valid California Class C Driver's license.
- Knowledge of custodial duties, equipment and chemicals.
- Knowledge of building and grounds maintenance.
- Two years of experience in cleaning and maintaining building areas, preferably in a school setting.

Required Skills:

- Ability to direct custodial staff.
- Ability to read, comprehend and apply written work orders.
- Possess the ability to maintain congenial, positive and productive working relationships with students, staff and the community.
- Ability to work independently.
- Ability and skill to use cleaning agents, supplies and equipment.

Physical Requirements:

Ability to stand, walk, reach with hands and arms, reach overhead, stoop, kneel, crouch and crawl for extended periods of time; frequently required to climb or balance; ability to lift up to 25 pounds and push or pull objects weighing up to 50 pounds or more. Dexterity of hands and fingers to operate tools needed for the job. Ability to read and understand labels and directions. Ability to communicate so others will be able to understand a normal conversation in person, or on the telephone and radio. Public school working environment. Frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to toxic or caustic

chemicals. Employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles. The noise level in the work environment can be loud.

Hours:

Working hours are up to 8 hours per day

Days:

Working period is five days per week, twelve months per year.

Holidays, vacations, sick leave, lunch periods and rest breaks will be provided in accordance with Lakeport Unified Classified Employee Bargaining Agreement and Ed Code.

Salary:

Range G ~~adopted~~ classified salary schedule.

Evaluation:

Director of Buildings and Grounds with input from site principals.

