

TITLE: HEAD CUSTODIAN - EDUCATION CENTER

QUALIFICATIONS:

1. Knowledge of methods, materials and equipment used in custodial work and general building maintenance
2. Knowledge of principles of supervision; ability to train, supervise and evaluate staff
3. Ability to follow oral and written directions; ability to use independent judgment
4. Ability to prioritize work and prepare schedules and budgets
5. Ability to communicate effectively, both written and orally, with staff and public

REPORTS TO: Administrator as assigned

SUPERVISES: Education Center custodial staff

JOB GOAL: To provide employees with a safe, attractive, comfortable, clean and efficient place in which to work

PERFORMANCE RESPONSIBILITIES:

1. Coordinates and oversees daily operation and maintenance needs of site; inspects site to ensure custodial work is completed; receives complaints, reports and requests from staff; confers with department head and makes recommendations regarding custodial concerns
2. Trains, supervises and evaluates custodians assigned to Education Center
3. Prioritizes work and prepares written schedules; maintains related records and makes required reports
4. Maintains assigned budget; conducts inventories and controls usage of supplies; organizes storage areas and orders supplies
5. Performs routine custodial functions; cleans offices, rest rooms, auditorium, meeting rooms and other site facilities; operates cleaning equipment such as vacuums, buffer, floor cleaning and polishing machines, gasoline blower, etc.
6. Sweeps, scrubs, strips, seals, disinfects, mops, waxes and polishes floors; applies concrete floor sealer paint as required; cleans and vacuums carpets
7. Cleans walls, ceilings, windows, woodwork, chalkboards and equipment; dusts, cleans and polishes furniture
8. Cleans and disinfects drinking fountains, telephones, trash cans, and rest rooms; dusts light fixtures, furnaces, ledges; empties trash receptacles and pencil sharpeners; stocks and replaces towel and soap dispensers
9. Replaces lights and batteries; sets clocks; resets fire alarms and bell systems
10. Picks up paper, glass and debris; cleans, rakes, sweeps, waters grounds; checks sprinkling systems; sprays pesticides; removes graffiti
11. Sets up, moves and adjusts furniture, equipment and supplies
12. Observes and reports maintenance needs; makes minor repairs

13. Locks and unlocks doors and gates to ensure security of buildings and grounds; responds to emergency calls; turns main water, power and gas lines on and off as necessary
14. Cares for and displays flags
15. Sets up and operates sound equipment and stage lighting for district/civic functions
16. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; supervisory salary schedule, class 10

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable