
TITLE: High School Assistant Head Custodian**Page 1**

GENERAL FUNCTION: Under the general direction of the building administrator, ensures that school buildings and environment is safe, clean, functional, well-maintained, and secure.

REPORTS TO: Custodial Services Supervisor

SUPERVISES: None

STATUS: Non-Exempt

MAJOR FUNCTIONS AND RESPONSIBILITIES: *(Any one position may not include all of the functions and responsibilities listed nor do the listed examples include all functions and responsibilities which may be found in positions of this class.)*

In consultation with principal and/or assistant principal, establishes daily, weekly, monthly and annual cleaning schedules for the facilities; determines schedule and assigns work as appropriate to subordinate custodians; adapts and revises cleaning schedules as necessary to meet new or changed needs.

Maintains positive relationships with staff and students; assists staff and students in tasks as appropriate; participate in school staff meetings as necessary; communicates to principal, staff, and students regarding ways staff can assist in maintaining the appearance of facilities.

Identifies building maintenance needs; performs minor plumbing, electrical, and mechanical repairs depending on skill level; paints or directs the painting of small areas; coordinates larger, more significant or more complex repairs and building maintenance with the appropriate maintenance trades employees; completes necessary paperwork and follows up requests as needed.

Performs custodial services using appropriate equipment, materials, and methods; sweeps, vacuums, mops and polishes floors as necessary and appropriate; cleans sinks, toilets and drinking fountains; dusts furniture, doors and windowsills; cleans walls and windows; recycles or disposes of waste materials.

Responds to building emergencies; performs emergency repairs and clean up as necessary; recognizes nature of emergency situations and notifies appropriate authorities; locates and actuates electrical, water and fire alarm shutoffs.

Oversees work of subordinate custodians; ensures that work is completed adequately and in a timely manner; provides feedback and correction as necessary; advises assistant principal regarding work performance of subordinate custodians; trains and orients new custodial employees as necessary; approves absences of subordinate custodians and arranges for substitute employees as necessary; participates in selection of new custodial employees.

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MAJOR FUNCTIONS AND RESPONSIBILITIES: (Continued)

Ensures daily operation of building heating, ventilation and air conditioning systems; performs routine maintenance of systems as required; notifies appropriate maintenance technician when systems malfunction.

Maintains exterior of buildings as required; cleans debris from roofs; cleans storm drains and gutters; maintains walkways and entries free of ice, snow or debris; cleans up litter as necessary.

Maintains safety and security of physical plant; opens buildings before school hours as required; identifies unsafe conditions or work habits, and corrects or reports as appropriate.

Moves furniture, supplies, equipment and other materials, or arranges for its transportation as necessary; sets up and arranges chairs and tables for assemblies and meetings.

Facilitates building use by outside parties.

Orders and maintains custodial supplies; identifies special equipment and supply needs and communicates them to administrators; makes requests through Maintenance or site as appropriate.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of methods and materials used to clean and maintain institutional facilities.

Knowledge of District organization, especially maintenance and operations functions.

Knowledge of assigned school buildings and equipment.

Ability to perform basic mechanical, electrical and plumbing maintenance.

Ability to diagnose mechanical, electrical and plumbing problems.

Ability to work well with others.

Ability to communicate effectively with supervisors, staff and subordinate employees.

Ability to establish work standards and schedules for subordinate employees.

Ability to provide leadership to subordinate employees.

Ability to effectively evaluate the work of others.

Ability to plan and organize work.

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KNOWLEDGE, SKILLS AND ABILITIES: (Continued)

Ability to maintain daily work schedules.

Ability to recognize and respond to emergencies.

Willingness to take responsibility for the appearance of assigned school.

Ability to utilize basic office technology, including District telephones and voice mail.

Ability to operate a personal computer and learn the operation of specific software programs.

Skill in utilizing Google Workspace (Gmail) to compose, send, and receive emails.

Ability to quickly learn and apply District policies and procedures.

Ability to use applicable tools and operate basic cleaning equipment.

LICENSES AND OTHER REQUIREMENTS:

This position requires the physical ability to stand, bend, stoop, and twist, lift up to 50 pounds, climb ladders and work at heights of 45 feet. Should be able to work in confined spaces for prolonged periods.

CLASSIFICATION HISTORY:

New: August 1998
Revised: March 2007
Revised: July 2010
Revised: November 2022