

JOB TITLE:	Custodian, Head II	STATUS:	Non-exempt
REPORTS TO:	Assistant Custodial Supervisor	TERMS:	261 days
DEPARTMENT:	Maintenance/ Operations	PAY GRADE:	306

PRIMARY PURPOSE:

Responsible for on-site leadership of campus custodial operations. Oversee routine cleaning and maintenance procedures to maintain a high standard job safety, cleanliness, efficiency of building operations.

QUALIFICATIONS:

Education:

High school diploma or GED

Special Knowledge/Skills:

Ability to communicate in English

Ability to interface with staff, and community

Ability to operate cleaning equipment and lift heavy equipment

Ability to properly handle toxic cleaning supplies

Ability to supervise employees

Experience:

Experience in custodial work

MAJOR RESPONSIBILITIES AND DUTIES:

1. Plans, oversees and participates in all custodial work, maintaining a high standard of safety, cleanliness and efficiency.
2. Maintain inventory levels and adhere to budget for ordering custodial supplies from the warehouse.
3. Maintain good documentation on all employees under your supervision, including but not limited to written area inspection and attendance records. Adhere to district human resource processes.
4. Strives constantly to promote the safety, health and comfort of the staff and public.
5. Performs emergency minor repairs and cleaning service as necessary.
6. Keeps building and premises, including sidewalks, neat and clean at all times.
7. Ensure that all interior and exterior doors are secure and that all lights are turned off on a daily basis.
8. Ensure that all payroll documents are submitted to the operations office with enough time to meet the payroll due date.
9. Ensures that all restroom floors are scrubbed and disinfected daily and that all restroom fixtures and drinking fountains are cleaned and disinfected.

10. Responsible for cleaning of offices, lunchrooms, meeting rooms, corridors, including dusting of furniture.
11. Responsible for completing and reporting all injury-related reports in a timely manner to the operations office.
12. Responsible for fairly evaluating the custodial staff on the yearly appraisal forms.
13. Provide training to custodial staff under your supervision on how to enter their absences into the AESOP system.
14. Responsible for checking the employees' absence is entered in AESOP in a timely manner and assure the leave requests are approved before the payroll deadline.
15. Make recommendations to the Assistant and Custodial supervisors with regards to hiring substitutes or permanent employees.
16. Provide training to employees and/or substitutes on all job-related tasks.
17. Be prepared to work overtime when requested to cover activities or special events.
18. Establish a good working relationship and open communication with assistant head custodian and custodial staff.
19. Participate in head custodian meetings and safety training.
20. Accurate and consistent use of Time Clock Plus (TCP) and AESOP.
21. Perform other duties as assigned.

WORKING CONDITIONS:

Tools/Equipment Used: Buffer, scrubber, stripper, wet/dry vacuum cleaner, shampooer, extractor, propane burnisher and other small electrical tools

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching

Lifting: Heavy lifting and carrying between 20-80 lbs. on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials; work on ladders and/or seizer lift; slippery or uneven walking surfaces; work irregular hours; work occasional prolonged hours

Mental Demands: Maintain emotional control under stress and must be willing to be flexible in time schedules

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties of this position as outlined above.

Printed Name

Signature
