



EMPLOYEE NAME: _____

Revised: 3/87; 4/87; 4/88; 4/89; 9/91; 11/91; 8/92; 11/92;
5/93; 11/94; 2/97; 7/07; 7/08; 10/12; 1/17; 8/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Custodian, Head II	JOB CODE: 457C
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Maintenance Services	WORK DAYS: 258
REPORTS TO: Principal	PAY GRADE: Rank J1 (NW15)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Supervises, under the Principal's direction, the total custodial program of the school assigned.	

REQUIREMENTS:

1.	Educational Level: None
2.	Certification/License Required: None
3.	Experience: Minimum 2 years CCSD custodial experience or minimum 5 years custodial experience outside CCSD
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances
5.	Knowledge, Skills, & Abilities: Written and oral communication, leadership, training, thorough knowledge of cleaning procedures

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assigns duties, and supervises the total custodial program of the school.
3.	Orders supplies and requests equipment repairs through the work order system.
4.	Oversees the proper use and storage of all equipment and supplies.
5.	Trains subordinate staff on custodial procedures and equipment.
6.	Performs minor maintenance as needed, such as changing light bulbs in ceilings up to 10 feet in height and painting over graffiti.
7.	Maintains an understanding of custodial procedures and equipment.
8.	Secures building as directed.
9.	Inspects assigned school building, related equipment and grounds for cleanliness, appearance and operating conditions.
10.	Reports areas of concern to the Principal.
11.	Schedules cleaning around extracurricular activities.
12.	Cleans entire building regardless of ceiling height, including dining areas.
13.	Conducts monthly playground inspection for damaged or unsafe conditions of equipment and safety surfaces.
14.	Conducts monthly inspection of fire extinguishers and initials inspection card to indicate inspections are complete.
15.	Performs other duties as assigned by appropriate designee.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____