

Job Description

San Ramon Valley Unified School District

Purpose Statement

Head Custodian – High School

The job of Head Custodian – High School is done for the purpose of providing custodial services at assigned high school site; ensuring an attractive, sanitary, and safe environment for students, staff, and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; leading and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper, and timely manner.

This job reports to Assigned Supervisor

Essential Functions

- Cleans facilities and grounds for the purpose of maintaining a sanitary, safe, and attractive environment.
- Assist with debris removal for the purpose of ensuring cleanliness, access to, and safety of District facilities.
- Consults with administrative personnel for the purpose of planning, prioritizing, and scheduling custodial activities and achieving site maintenance objectives.
- Delivers a variety of items for the purpose of distributing materials to the appropriate parties within site.
- Informs students District personnel for the purpose of providing information and direction regarding activities, safety issues, and proper maintenance of facilities and equipment.
- Inspects facilities for the purpose of identifying needed repairs in accordance with written department procedures and ensuring that facilities are clean and suitable for safe occupying.
- Maintains inventory of supplies and equipment for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Monitors work areas for the purpose of preventing injuries and ensuring site safety.
- Attends and participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Performs summer maintenance for the purpose of ensuring District facilities are prepared for Fall school opening.
- Prepares site for daily operations for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and restroom supplies for the purpose of ensuring adequate quantities for daily use.
- Requisitions equipment, supplies, and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Responds to immediate safety and operational concerns for the purpose of taking appropriate action or notifying appropriate personnel.
- Secures facilities and grounds as needed/directed for the purpose of safety and security.
- Supports other staff for the purpose of completing site custodial activities.
- Identifies and reports safety, maintenance and repair needs for the purpose of ensuring that the site is suitable for safe operations.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; principles of disinfection, blood borne pathogens, and chemical safety; basic tools for minor repairs; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 70% walking, and 10% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Three years custodial experience in a school or related environment.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Required

Certificates and Licenses

Valid Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 7