

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: HEAD CUSTODIAN I****BASIC FUNCTION:**

Under the direction of an administrator, perform skilled custodial and grounds duties at an assigned elementary school site during an assigned shift; inspect the work of assigned personnel, train and provide work direction and guidance to assigned personnel; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

**DISTINGUISHING CHARACTERISTICS:**

The Head Custodian I classification performs skilled custodial and grounds maintenance work at an assigned Elementary school site during an assigned shift and inspects the work of assigned personnel. Incumbents in the Head Custodian II classification perform skilled custodial and grounds maintenance work an assigned middle school site and inspects the work of assigned personnel. Incumbents in the Head Custodian III classification perform skilled custodial and grounds maintenance work at an assigned high School site and inspects the work of assigned personnel.

**ESSENTIAL DUTIES:**

- Perform custodial activities independently at an assigned elementary school site; maintain buildings, office space and adjacent grounds areas in a safe, clean, orderly and secure condition.
- Confer with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities; initiate work orders and follow-up on requested maintenance work to assure requests have been fulfilled.
- Provide training, guidance and work direction to custodial personnel; may provide insight into personnel evaluation as assigned; inspect the work of assigned personnel.
- Oversee and assist with the cleaning of classrooms, offices, cafeterias and other facilities of an assigned site; sweep, scrub and mop floors; vacuum rugs and carpets in classrooms, offices and other work areas; strip, wax and refinish floors; shampoo and spot clean carpets.
- Perform grounds maintenance duties such as mow, edge, trim and prune landscaped areas; sweep and pick up debris.
- Plan custodial work needed in preparation of special events and assemblies; assist with adjusting and arranging furniture and equipment.
- Ensure security of facilities; unlock and secure gates, doors and windows; disarm and set alarms; monitor facilities for safety, vandalism and hazards and report to appropriate personnel; raise and lower flags.
- Assist with student breakfast and lunch duties including setting out trash cans, changing trash can liners, cleaning spills and picking up debris.
- Requisition custodial supplies in accordance with established procedures; maintain proper inventory levels; make available supplies and equipment to staff.
- Assist in the planning, oversight and participation of deep cleaning and restoration.
- Operate a variety of custodial and grounds equipment including a vacuum, broom, dustpan, floor buffer, hand truck, lawnmower, edger, hedger, rake, shovel, hose, power washer, clipper, hand drill, hammer, screwdriver, two-way radio and computer.
- Communicate with other personnel and various outside agencies to exchange information and resolve issues or concerns related to site facilities.
- Maintain records and reports related to assigned activities.

**OTHER DUTIES:**

Perform any of the duties listed in the classification for Custodian.  
Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Train and monitor on proper methods and storage of materials, tools, equipment and supplies.  
Apply and oversee appropriate safety precautions and procedures related to custodial and grounds activities.  
Maintain buildings in a safe, clean and orderly condition.  
Perform moderately medium to heavy manual activities.  
Efficiently and effectively use cleaning materials, supplies and equipment.  
Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.  
Operate a variety of custodial and grounds equipment including small power and hand tools.  
Maintain tools and equipment in clean working order.  
Observe health and safety regulations.  
Operate a vehicle to conduct work.  
Apply principles of training and provide work direction to others.  
Ensure compliance with established rules, guidelines, regulations and schedules.  
Operate computer.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Prioritize and schedule work to meet timelines.  
Work independently with little direction.  
Work cooperatively with others

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and two (2) years of custodial experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos, Successful Passing of Proficiency Exam.

**PHYSICAL DEMANDS/HAZARDS:**

Dexterity of hands and fingers to operate a variety of custodial or grounds equipment.  
Walk or stand for extended periods of time.  
See to perform custodial duties.  
Push or pull campus gates and doors.  
Lift, carry, push and pull objects weighing up to 50 pounds and over 51 pounds with assistance.  
Bend at the waist, kneel or crouch.  
Reach overhead, above the shoulders and horizontally.  
Climb ladders and work from heights.  
Work around and with machinery having moving parts.  
Exposure to cleaning agents and chemicals.  
Exposure to cleaning agents, chemicals fumes, dust, odors, oil/grease and gases.