



*Our Children, Our Schools, Our Future!*

Jurupa Unified School District

## **HEAD CUSTODIAN - MIDDLE SCHOOL**

### **DEFINITION**

Under general supervision to be responsible for and participate fully in keeping a middle school plant clean and orderly; to perform routine preventative maintenance tasks; to supervise other assigned custodians; to be responsible for buildings security; and to do related work as assigned. The position of Head Custodian in a middle school is differentiated from Head Custodian - Elementary School and Continuation High School by the size of the school plant and the larger number of employees to be supervised. It is further differentiated from Head Custodian - High School in that the school plant is not as large and the number of employees to be supervised is less.

### **ESSENTIAL JOB FUNCTIONS**

- Assists in preparing work schedules for the school plant in accordance with work loads and available manpower.
- Confers with the Supervisor of Maintenance and Operations and the Principal regarding care and cleaning problems of school buildings.
- Assists in training, instructing and supervising Custodians, inspects work of Custodians.
- Requisitions needed custodial supplies, materials, and equipment.
- Keeps records.
- Scrubs and mops restrooms, picks up papers and other debris on grounds and walks, replenishes paper supplies, empties waste baskets and other trash receptacles, washes windows and performs other cleaning tasks.
- Assists in moving and arranging furniture and equipment, and setting up buildings and rooms for meetings and special events.
- Makes minor repairs; changes chair glides and light bulbs.
- Locks and secures all buildings.

### **OTHER JOB FUNCTIONS**

- Performs other tasks as assigned.

### **LICENSE REQUIREMENT**

Possession of a valid, appropriate California Driver's License.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic methods, supplies, and equipment used in custodial work.
- Safety and sanitation practices necessary for the custodial maintenance of school facilities.

#### **Ability to:**

- Remain flexible despite a heavy work load, frequent schedule changes or job duty changes.
- Quickly learn the schedules, procedures and full use of equipment and supplies used in custodial work.

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### **Ability to: (continued):**

- Make minor non-technical repairs.
- Work with a minimum of supervision.
- Work safely.
- Read and follow written instructions.
- Perform tasks of heavy physical exertion.
- Climb and use stepladders up to 16 feet in height.
- Supervise others and insure that the scheduled work is done effectively.
- Order and distribute custodial supplies and equipment.
- Establish work priorities and adhere to strict schedule.
- Establish and maintain effective working relationships with others.
- Communicate effectively.
- Stand, stoop, kneel, bend and walk.
- Climb slopes, stairs, steps and ladders.
- Lift, carry and pull heavy objects.
- Accomplish tasks at various elevated heights in a safe and effective manner.
- Accomplish tasks in restricted spaces in a safe and effective manner.
- Accomplish tasks with chemical agents in a safe and effective manner.
- Perform strenuous manual labor for up to eight hours.
- Read handwritten or typed documents.
- Maintain steady, regular attendance.

### **Experience:**

Three years of experience in custodial work; prefer one year experience as a custodian in a school plant.

### **Education:**

Completion of the eighth grade or its equivalent.

### **Personal Qualities:**

Dependability, reliability, and highly motivated.

Personnel Services  
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