JOB DESCRIPTION

POSITION TITLE: Custodian, Head I	**JOB CODE:** 457A (TRS Eligible)
DIVISION: Operational Support	**SALARY SCHEDULE:** Classified Hourly
DEPARTMENT: Maintenance Services	**WORKDAYS:** Annual Operational Employees
REPORTS TO: Principal	**PAY GRADE:** Rank K (NW11)
FLSA: Non-Exempt	**PAY FREQUENCY:** Bi-Weekly
PRIMARY FUNCTION: Supervises, under the principal's direction, the total custodial program of the school assigned.	
REVISION DATE(S): 11/23	

REQUIREMENTS:

1.	Educational Level: None
2.	Certification/License Required: None
3.	Experience: Minimum one-year CCSD custodial experience or minimum three 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, cleaning, operation of cleaning equipment

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, supervises and assists in the total custodial program of the school.
3.	Reports problem areas to Head Custodian II.
4.	Provides periodic 24 hours a day, 7 seven days a week on-call support.
5.	Oversees the proper use and storage of all equipment and supplies.
6.	Performs minor maintenance as needed.
7.	Maintains an understanding of custodial procedures and equipment.
8.	Secures building as directed.
9.	Cleans entire building regardless of ceiling height, including dining areas.
10.	Changes light bulbs in ceilings up to 10 feet in height.
11.	Assumes Head Custodian II duties as needed.
12.	Performs other duties as assigned by appropriate designee.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____