



# Irvine Unified School District

## CUSTODIAN IV

### (Head Custodian Elementary)

#### DEFINITION

Under the general supervision of the site principal, oversees and personally performs work required to maintain the school and related buildings and adjacent grounds in a safe, sanitary and orderly condition. Performs a variety of custodial, groundskeeping, minor repairs, and related tasks associated with the upkeep of the facilities and grounds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Confers with and keeps the principal informed on matters relating to the overall health, safety and Operating condition of the school site and associated relocatable buildings.
- Assumes responsibilities associated with maintaining the condition of the school in keeping with the established standards of safety, sanitation, orderliness and operating condition.
- Performs general site inspections, records and reports discrepancies, generates work requests.
- Performs the full range of custodial functions as required to maintain the cleanliness and sanitation of all facilities and spaces at the site.
- Performs minor repairs of the type requiring common hand tools.
- Limited materials, and general handyman skills.
- Performs outside services which include but are not limited to sweeping of sidewalks and curbs, pickup of debris from grounds and play areas, waters planters and small lawn areas, cleans and maintains outside lunch areas.
- Directs, oversees and guides the work of other assigned custodians to include substitute personnel.
- Operates, maintains, and controls custodial equipment.
- Orders custodial supplies and equipment, controls use and storage of consumable supplies and materials.
- Maintains records, provides reports.

#### QUALIFICATIONS GUIDE

##### Knowledge of:

- Methods, materials, and equipment related to the cleaning and maintenance of various surfaces, furniture, and equipment common to schools.
- Safety practices relating to the handling, storage and use of chemical cleaning products and custodial equipment.
- Cleaning, sanitation, and health standards.

##### Ability to:

- Operate common and specialized cleaning equipment and tools.
- Perform heavy physical labor to include lifting, pulling, pushing and working off ladders.
- Use hand and small power tools to accomplish minor repairs and adjustments.
- Work without direct supervision, maintain schedules, set priorities, organize tasks, coordinate and instruct the work of others.
- Adhere to safety standards and safe practices especially in the handling and use of chemicals.
- Maintain cooperative and productive working relationships through the use of courtesy and tact when dealing with others.
- Carry out complex and/or multiple tasks, understand written and/or oral instructions.
- Prepare accurate reports, maintain records.

**Training and Experience:**

Equivalent to completion of the twelfth grade; Two years experience in a responsible position involving cleaning and maintaining building areas of 20,000 sq. ft. or more; any combination of training and experience which may be equivalent to, or provide the desired level of knowledge and skill.

**License:**

A valid California Driver's license.

**Physical:**

Good physical condition as determined by pre- and post- employment examination and health reports.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

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