

**HEAD CUSTODIAN**

**DEFINITION**

Leads and participates in the custodial and maintenance work of maintaining assigned buildings and grounds in a clean, sanitary, and safe condition.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Custodian Shift Supervisor, Senior Head Custodian, or Maintenance and Operations Supervisor.

Assignments require the lead supervision of other custodial personnel.

**EXAMPLES OF DUTIES**

Provides lead supervision and performs custodial tasks in accordance with shift work schedules.

Assists the Custodial Shift Supervisor with planning, assigning, supervising and inspecting the work of the custodial staff.

Trains other custodians.

Surveys buildings and grounds for hazards and security problems and reports findings to supervisors.

Assists Custodial Shift Supervisor with requisitioning custodial supplies and equipment.

Assists and consults shift supervisor with custodial work schedules and activity records for facility to which assigned.

Confers with supervisors regarding care and cleaning problems and needs.

Provides technical or functional supervision to other custodial personnel.

Assists the custodial shift supervisor in the supervision, training, and evaluation of assigned staff.

Performs related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Methods, materials, supplies, and equipment used in various custodial activities.

Health codes and safe work practices.

Principles of supervision and training.

### **Ability to:**

Schedule and provide lead supervision to other custodial personnel.

Prepare and maintain simple records relating to custodial activities.

Establish and maintain cooperative working relationships.

Perform a variety of complex custodial maintenance tasks exercising a high degree of independent judgment.

Understand and carry out oral and written instructions.

Assist in the supervision, training, and evaluation of subordinates.

## **EMPLOYMENT STANDARDS**

### **Minimum Requirements:**

Two years of custodial maintenance experience.

### **License or Certificate:**

Possession of a valid State of California Class 3 driver's license.