



Position: **Alternative Education Head Custodian**
Department: **Maintenance and Operations**
Bargaining Unit: **CSEA**
Salary: **Classified Unit Salary Schedule, Range 39**

DEFINITION

Under general supervision, serve as a head custodian at Elliott Alternative Education Center; Assist in the supervision of Operations staff assigned to the site; perform specific custodial duties required to maintain school buildings, furniture, equipment, and grounds in a clean, safe, and efficient manner. The Alternative Education Head Custodian is distinguished from the elementary Head Custodian III due to Elliott Alternative Education Center providing secondary education.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by Senior Director of Maintenance, Operations and Transportation or designee.

DISTINGUISHING CHARACTERISTICS

These classifications are distinguished in the following ways: Lead Custodian I, Lead Custodian II, Head Custodian III and Alternative Education Head Custodian all perform the same duties required to maintain assigned school buildings and/or building areas; however, the Lead Custodian I supports junior high school sites, the Lead Custodian II supports high school sites, the Head Custodian III supports elementary school sites and the Alternative Education Head Custodian supports Alternative Education.

EXAMPLE OF RESPONSIBILITIES

1. Inspect buildings and grounds for vandalism and safety hazards, take corrective action and submit appropriate reports to the head custodian.
2. Orient new custodians to their duties and responsibilities and in-service custodians assigned to the site (e.g. proper ways to dust, wash, wax, and polish assigned furniture and woodwork; safe and proper use of power equipment, cleaning supplies, and protective products; emergency procedures and the location of gas mains, water mains, electrical power panels and disconnects). Check the work of custodial staff and document any deficiencies or progress. Operate power equipment.
3. Maintain an accurate record of custodian substitute assignments and document any deficiencies or progress. Assist in the coordination of substitute assignments with the appropriate Maintenance and Operations staff.
4. Maintain records and an adequate inventory as directed (e.g. supplies and supply use, attendance, safety equipment, vandalism, overtime, school activities, building use, work schedules, etc.).
5. Perform general grounds maintenance (e.g. pick up outside litter, water lawns, sweep/ blow sidewalks, and dump outside trash receptacles as run would allow).
6. Make minor plumbing, electrical, heating, cooling, woodwork, glass, hardware repairs, etc. Report all major repair needs to the head custodian.
7. Maintain the integrity of the facility against neglect, vandalism, and unauthorized intrusion. Assure all alarm systems and devices are in place, set to schedule, and operative. Assure that all equipment is accounted for and properly secured.
8. Transport supplies, furniture and equipment at the site as requested and arrange furniture and equipment for special meetings (e.g. tables, chairs, televisions, VCRs, movie projectors, etc.).
9. Maintain all facilities assigned in a clean, orderly, and acceptable manner as prescribed by State, county, and District standards, procedures, and codes.
10. Clean and maintain the cafeteria and kitchen as well as develop, oversee, and participate in the buildings and grounds seasonal and summer cleaning program.
11. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile, and windows; unclog drains and toilets, spot clean floors as needed.

**Alternative Education Head Custodian (continued)**

12. Assist in the selection, orientation, training, supervision, and evaluation of subordinate personnel.
13. Attend Modesto City Schools asbestos training program within the first sixty (60) days of employment.
14. Wear Personnel Protective Equipment (PPE) (e.g. shoes, gloves, eye goggles, face protectors, aprons, breathing apparatus, etc.) when necessary.
15. Participation and completion of mandated training of general and job-specific safety and health practices as determined by District.
16. Maintain participation in CA DMV Assessment System/Automatic Pull Program.
17. Utilize technology as appropriate to the position.
18. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
19. Perform other related duties as assigned.

JOB REQUIREMENTS**Knowledge of:**

- Departments organization, policies, regulations and procedures
- Emailing and calendaring programs
- Methods, materials, and equipment used in custodial work
- Equipment safety practices and procedures

Work Factors:

- **Observance of Work Hours** – Punctuality in reporting to or leaving duty station in accordance with prescribed schedule of working hours.
- **Safety Practices** – Complying with safety practices, particularly situations involving pupils.
- **Quality of Work** – Degree of excellence of the work performed.
- **Quantity of Acceptable Work** – The amount of work completed in relation to the scheduled work load.
- **Work Judgements** – Analyzing work situations and drawing sound conclusions.
- **Planning & Organizing** – Planning and organizing assigned duties to achieve desired results.
- **Work Knowledge/Skills** – Attainment of specialized knowledge needed to perform the job responsibilities.
- **Meets Assignment Deadlines** – Timely completion of reasonable deadlines.
- **Accepts Direction** – Acceptance of supervision, training, and instruction.
- **Accepts Change** – Adaptability and flexibility to work situations and/or circumstances.
- **Accepts Responsibility** – Willingness to accept responsibility.
- **Operation & Care of Equipment** – Concern for safe, responsible, and reasonable operation or use of equipment.
- **Initiative** – Showing initiative in work improvements, identifying and correcting errors, and initiating work activities.
- **Interpersonal Relationships** – Interacting with students, parents, coworkers, and administrators in a positive and constructive manner.
- **Appearance of Work Station** – Neat and efficient arrangement of work area.
- **Grooming & Dress** – Appropriate personal appearance and work attire in relation to health, safety, and organizational standards.
- **Reading Comprehension** – Demonstrating reading comprehension at least equal to that of a H.S. senior.
- **Writing Skills** – Demonstrating writing skill at least equal to that of a H.S. senior.
- **Mathematical Skills** – Demonstrating mathematical skills at least equal to that of a H.S. senior.



Alternative Education Head Custodian (continued)

MINIMUM QUALIFICATIONS

Experience:

- Two (2) years of custodial experience; two (2) years of experience supervising custodial employees.

Education:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

License(s)/Certificate(s):

- Valid California Driver's License - Class C.
- Must provide a DMV printout within five (5) days of offer of employment.

Physical Characteristics:

- Sufficient vision to read small print.
- Sufficient depth perception, physical ability, strength, mobility, stamina, color perception and acuity to drive and operate equipment or vehicles.
- Sufficient hearing to hear normal, telephone and hand held radio conversations.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone or hand held radios.
- Sufficient physical ability, strength, mobility and stamina to move, lift push/pull or carry objects which may frequently exceed 50 pounds.
- Sufficient physical ability, strength, balance, mobility, stamina and a tolerance of heights to work on ladders, scaffolding and rooftops for extended periods of time.
- Sufficient physical ability, strength and dexterity to use basic mechanical and hand/power tools to perform minor repairs and adjustments.
- Sufficient physical ability, strength, balance, mobility, and stamina to perform moderate physical labor.
- Sufficient physical ability and stamina to work outside during inclement weather conditions.
- Sufficient physical ability to reach horizontally and vertically with arms.
- Sufficient dexterity to use hands and fingers to manipulate small objects and print or write legibly.
- Sufficient lower body strength, stamina, balance and mobility to sit, stand, kneel, walk, stoop, climb stairs, bend and extend legs for prolonged periods of time.
- Physical tolerance to extended contact with water, detergents, abrasives, cleaning solvents, cleaning solutions, disinfectants, paint/paint spray, and other harsh chemical substances.
- Physical tolerance to foul odors, chemical odors, dust and pollen.

Board Approved: 12/5/16

Reclassification/Equity Adjustment Review Committee Revised and Approved: 2/24/22