

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: HEAD CUSTODIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, assure that Head Start and Early Head Start facilities are clean and safe; that grounds and outdoor play areas are safe and well kept; direct, guide and instruct custodial staff. Receive and distribute supplies and materials.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Guide, instruct, and train assigned staff. Provide input to evaluations. Call in substitutes, as authorized. Contact outside repair resources and arrange for service, as authorized.

Record incoming parcels and common carrier merchandise; distribute packages or freight to proper location and obtain signature of delivery. Deliver equipment, supplies and materials to the appropriate location.

Prepare necessary information for fixed asset forms; distribute to appropriate location; attach fixed asset stickers on furniture, equipment and other related items; Maintain an inventory of Head Start/Early Head Start equipment in accordance with federal requirements. Unlock and lock doors; turn off alarms; turn on lights and outside code pads; issue alarm codes to employees and provide training on alarm use.

Assure that all Head Start/Early Head Start centers and offices are clean and safe by conducting frequent inspections and taking every step necessary to correct problems. Perform routine custodial duties as necessary to keep assigned buildings and facilities clean and in a desirable condition. (i.e. clean and sanitize restroom facilities and fixtures including mirrors, sinks, urinals, toilets, and partitions; replenish supplies in restrooms including filling soap and towel dispensers. Clean classrooms, infant and toddler rooms, offices, meeting rooms, hallways, storage rooms and other areas as assigned. Sweep, vacuum, mop, wax, strip, and polish floors; vacuum and shampoo carpets. Dust and polish furniture, woodwork, fixtures, and equipment. Wash windows, mirrors, and walls. Clean desks and counter tops. Empty, clean, and sanitize waste receptacles. Clean light fixtures; replace lights, bulbs, and fluorescent tubes as necessary.)

Receive requests for maintenance and repairs generated by others. Make repairs, or prepare work orders and assign duties; obtain and distribute tools, supplies and materials needed to effect repairs; oversee the work of contracted repair and service providers. Assure all maintenance and repairs are completed in a timely manner and meet codes and standards.

Prepare and maintain accurate records, including financial, inventory, work orders, shipping and receiving, inspection reports, purchase orders, and others. Prepare specifications for all maintenance and custodial equipment and supplies; order and oversee the distribution of maintenance and custodial supplies. Forecast costs for supplies, equipment, major repairs or renovations. Monitor expenditures.

Maintain outdoor areas by mowing, raking, pruning, trimming, digging, weeding, and watering. Assure that outdoor areas are well kept and free from hazards; that outdoor play structures are regularly inspected and repaired, as needed.

Meet regularly with custodial staff, program managers, Lead Teachers, Site Supervisors, and others. Attend staff meetings, in-service trainings, workshops and other meetings, as directed.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Proper methods, techniques, materials, tools and equipment used in modern grounds keeping, custodial and maintenance work.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining buildings and grounds in clean and safe condition.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.

ABILITY TO:

- Perform mathematical calculations.
- Meet the physical requirements necessary to safely and effectively perform the required duties.
- Establish and maintain effective work relationships.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Maintain buildings and grounds in good repair.
- Meet schedules and timelines.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.
- Organize personnel effectively and efficiently to successfully meet daily objectives.

EDUCATION AND EXPERIENCE:

- Three years progressively responsible experience in janitorial and maintenance.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:

- Valid California driver's license.

REQUIREMENTS:

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Travel from site to site within the county.

PHYSICAL DEMANDS:

Lifting up to fifty (50) pounds.

Walking or standing for extended periods of time.

Dexterity of hands and fingers to operate a variety of custodial equipment.

Seeing to read a variety of materials.

Hearing and speaking in order to exchange information.

Work a non-standard day.

Driving a vehicle to conduct work.

HAZARDS:

Exposure to cleaning agents and chemicals.

Exposure to fumes, dust and odors.

APPROVED:

Signature, Policy Council Chair

Date of Approval

Signature, Superintendent or Designee

Date of Approval