

	<b>Custodian Foreperson</b>	<p style="text-align: center;"><b>Classified Position</b></p> <p>Initial Date: July 10, 1975  Board Approval: April 24, 2012  Revision Date: April 24, 2012  Personnel Commission: June 19, 2013  Range: 50  Reports to Site Administrator and Director of Facilities</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

This position requires skill in organizing, planning, scheduling, overseeing and participating in the work of Custodians and/or Lead Custodians. This classification receives limited supervision within a framework of standard policies and procedures and requires the ability to exercise caution and care in the performance of assigned duties.

**REPRESENTATIVE DUTIES:**

Because of the diversity of functions and the variety of specific skills required, the duties listed below reflect the functions of all positions allocated to this class.

- Responsible for overseeing and instructing custodial personnel including but not limited to; assigning, scheduling, training of proper methods and procedures, monitoring and ensuring timely completion of tasks
- Works with Site Administrator and Director with short and long term organizing and planning of projects
- Maintains detailed records of inventory control, orders supplies and assists with maintaining the department budget
- Performs loading, hauling and moving items
- Plans for and organizes events and set up of the facility
- Continually inspects school site and reports to the Site Administrator as to its overall condition from a custodial perspective; submits work orders to the Maintenance Department
- Cleans the entire facility and fixtures including but not limited to interior, exterior and hardscape
- Painting exterior and interior surfaces
- Operates cleaning equipment
- Use, store and properly dispose or supervise disposal of chemicals, solvents and fluids, some of which may be considered toxic and require special handling. Read, understand and follow related material data sheets
- Performs lighting changes including but not limited to; electrical fuses, incandescent light bulbs, and fluorescent tubes;
- Regularly and for scheduled events secures/un-secures the facility including but not limited to; arm/disarm alarm, lock and/or unlocks door, gates, windows, etc.
- Collects and disposes of debris and recycling
- May make minor repairs to buildings, equipment, furniture, and small appliances
- Performs related custodial duties similar to the above in scope and functions, as required
- Identify and report safety, sanitary, security and fire incidents and hazards to appropriate personnel
- Assist in assuring District buildings, facilities and systems comply with applicable laws, codes, ordinances and regulations; assure a safe environment for students and staff.
- Maintain work areas, equipment and tools in a safe, clean and orderly condition

**KNOWLEDGE AND ABILITIES:**

- Ability to plan, coordinate and direct the work of others in the operation of custodial duties
- Knowledge and ability to maintain all necessary custodial files and operate district computer system and develop and implement proper schedules for maintaining the facility
- Knowledge of modern cleaning methods, materials, tools and supplies

- Knowledge of fire, earthquake and evacuation procedures, locations of shutoffs
- Knowledge of routine security rules and practices associated with custodial work and ability to safely use and operate equipment and tools
- Ability to work effectively and safely around children and exercise good judgment and due caution in the performance of assigned duties
- Knowledge of safety principles related to custodial maintenance and equipment including safe use and storage of all chemicals and cleaners
- Ability to establish and maintain effective work relationships
- Ability to learn more advanced custodial methods and practices and skill in exercising good judgment and caution in the performance of duties
- Ability to perform heavy manual labor to meet the physical requirements necessary to perform assigned duties

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- Five (5) years of experience as a custodian

**LICENSES AND OTHER REQUIREMENTS:**

- Requires a valid California driver's license
- May require pre-employment physical examination

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoors and outdoors; temperature-normal climate, occasional adverse weather conditions

**PHYSICAL DEMANDS:**

- Moderate to high stress level, moderate to strenuous physical effort for extended periods of time including lifting up to 60 pounds, standing, sitting and/or walking for extended periods, reaching overhead, above the shoulders and horizontally, bending at the waist, kneeling, crouching, pushing, pulling twisting, turning, climbing ladders, working from heights.
- Dexterity of hand and fingers to operate tools and equipment; seeing to perform duties, hearing, speaking, and reading to exchange information
- Working with and around equipment with moving parts

**HAZARDS:**

- Chemical exposure-herbicides, pesticides, gasoline, oil, solvents
- Occasional exposure to dust, fumes, gases, odors, blood borne pathogens and feces
- Exposure to noise and vibrations

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.