

Head Custodian I

Position Details

Class Code: 8110

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 49 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, supervises the cleaning of an elementary school or other specialized facility.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises, inspects, and participates in work performed by the custodial staff.
2. Assists in developing work schedules for custodians.
3. Trains custodians in their duties and responsibilities.
4. Cooperates with the principal regarding use of school facilities for various activities.
5. Operates, makes minor adjustments, and performs assigned preventative maintenance to heating, air conditioning, and lighting equipment.
6. Performs minor maintenance activities including plumbing and electrical.
7. Orders, receives, and distributes custodial supplies, working within budget allocations.
8. Initiates work requests for approval by the principal or supervising administrator.
9. Assists in evaluating custodians and establishing performance goals.
10. Cleans floors by vacuuming, sweeping, mopping, polishing, or scrubbing.
11. Strips, seals, and waxes floors.
12. Cleans/shampoos rugs and carpets.

13. Removes spots and graffiti from floors, walls, woodwork, furniture, carpets, and fixtures.
 14. Cleans, dusts, and polishes woodwork, furniture, glass, and other items.
 15. Washes and scrubs walls, lavatory fixtures, windows, drinking fountains, drains, lights, light fixtures, and painted surfaces.
 16. Services soap dispensers, towel boxes, and similar containers.
 17. Cleans dry erase boards, and marker trays.
 18. Operates power sweepers, polishers, and other power equipment.
 19. May be required to move, assemble, or disassemble furniture, equipment, or other items; assists other crafts in emergencies or as the need arises.
 20. Monitors boilers as directed, when assigned to boiler-equipped facilities.
 21. Conforms to safety standards, as prescribed.
 22. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves supervision of custodial staff and related activities in an elementary school or a specialized assignment.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of custodial methods, supplies and equipment.
 2. Knowledge of supervision principles.
 3. Ability to supervise and evaluate the work of employees.
 4. Ability to plan and organize work.
 5. Ability to understand/interpret written and verbal instructions.
 6. Ability to use and maintain custodial equipment.
 7. Ability to climb ladders to clean and change lights.
 8. Ability to work flexible schedules.
 9. Ability to work cooperatively with co-workers, supervisors, other CCSD personnel, students, and the public.
 10. Ability to recognize and report hazards and apply safe work methods.
 11. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.)
2. Six (6) months' experience as a Custodian in CCSD.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (GED, foreign equivalency, etc.)
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD schools (classrooms, restrooms, locker rooms, corridors, school theaters, cafeterias, etc.), offices, construction sites, etc.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in-person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision:

Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Portable man-lift, truck-mounted carpet extractor, various cleaning equipment (vacuum, buffer, etc.)

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 11/06/23
- Created: 08/26/84