

**Colusa Unified School District
Job Description**

POSITION: Head Custodian

PURPOSE OF POSITION:

Under the general supervision of the site administrator(s) and Director of Maintenance, Operations and Transportation (MOT), performs routine custodial work at assigned school site facility; directs the work of custodial staff assigned to site in maintaining school facilities at an acceptable standard for cleanliness and neatness.

JOB REQUIREMENTS:

High School diploma or equivalent; two (2) years of experience in building trade or related building maintenance preferred; possess a valid California Driver's License and qualify for California Bus Driver Certificate (see Bus Driver job description for specific requirements); understand and carry out oral and written instructions; promote good working relationships with students, staff and parents while preserving the privacy of confidential matters which may occur within the scope of assigned duties.

ESSENTIAL JOB FUNCTIONS:

In addition to custodial duties (see Custodian job description for specific requirements), also orders supplies; maintains inventories; repairs lockers and changes student locker combinations; reports safety hazards and maintenance needs to the Director of MOT; schedules and directs safety training for other custodians at the site; performs other such related duties as assigned.

Class: VII

CSEA ratification date: 9/13/99

CUSD ratification date: 12/18/01