



LEAD CUSTODIAN

Revision Date: 01/23/19

BRIEF DESCRIPTION OF POSITION

Under the supervision of the Operations Manager, plans, assigns, directs and reviews the work of custodial staff. Performs minor maintenance and standard custodial and cleaning duties in buildings as required or assigned.

CLASS CHARACTERISTICS

This is the working custodial lead position with responsibility for providing direction to a custodial crew performing similar work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Oversees and participates in custodial activities at an assigned high school to assure timely and efficient custodial operations; maintains assigned classrooms, restrooms, offices, and related facilities in a clean and orderly condition.
- b. Trains and provides work direction to assigned personnel; assigns designated work areas and inspect work to ensure that work has been performed in an appropriate manner, participates in performance evaluation.
- c. Clean classrooms, cafeterias, offices, library, kitchens, gymnasium, hallways, lounges, locker rooms and other facilities as assigned; dust, sanitize and wipe down desks, tables, furniture, doors, countertops, equipment and woodwork; spot mop spills; remove gum, debris and graffiti as needed.
- d. Clean whiteboards and trays, erasers whiteboards as needed; empty pencil sharpeners; prepare and clean tables, chairs, benches and floors after events as assigned.
- e. Picks up paper and other debris from walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school buildings; empty waste receptacles; replace trash liners.
- f. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with paper towels, soap, toilet paper, seat covers and other items; clean mirrors, tile, walls, light fixtures and windows; unclog drains and toilets.
- g. Moves and arrange furniture and equipment; as required; set-up and assemble chairs, tables and other furniture and equipment for meetings, special events and other activities as assigned; clean up furniture, equipment and debris following these events.
- h. Performs minor maintenance and repairs on facilities, furniture and equipment; replace light bulbs as needed; refer major maintenance and repair needs to appropriate staff; report vandalism and safety, sanitary and fire hazards; respond to emergency custodial requests as needed.
- i. Turns lights on and off; unlocks and locks doors and gates as appropriate; and set alarms as required; maintain security of assigned areas according to established guidelines.
- j. Maintains adequate stock of custodial supplies and orders supplies as necessary; maintain equipment and supplies in appropriate condition.
- k. Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, pressure washers and other equipment as assigned.
- l. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern cleaning methods including basic methods of cleaning and preserving floors, blackboards, carpets, furniture, walls, and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Safety practices and work methods.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- California Assembly State Bill-892 (Restrooms Cleaning Standards)

- Basic computer literacy and skills
- Forklift truck operator safety
- Basic supervisory principles and practices
- Proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools and equipment
- Use and minor maintenance of hand and power tools and equipment used in custodial work

Skills:

- Planning, assigning, directing and reviewing the work of others
- Providing work instruction to others in work procedures
- Understanding and following written and oral directions
- Completing assignments without immediate supervision
- Establishing and maintaining effective working relationships with those encountered in the course of the work

Ability to:

- Oversee and participate in custodial activities at an assigned school site. Train and provide work direction to others.
- Assign and review the work of others.
- Use cleaning materials, equipment and methods according to pre-determined standards.
- Apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.
- Maintain equipment and supplies in appropriate condition. Perform minor, non-technical repairs.
- Observe and report need for maintenance and repair.
- Lift objects weighing up to 50 pounds.
- Understand and follow oral and written directions. Maintain routine records.
- Meet schedules and timelines. Communicate effectively with others.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain regular and consistent attendance

PHYSICAL CHARACTERISTICS

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

WORKING CONDITIONS

Work includes indoor and outdoor environment; subject to frequent lifting, carrying, pushing, pulling, and fumes from cleaning chemicals; positions in this class may be assigned to work during the evening.

REQUIREMENTS

WORK YEAR: 12 Months

EDUCATION: Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above including two years of custodial experience, preferably in a school environment.

OTHER: Must pass district test. Must be willing to work off hour shifts and overtime as necessary. Must be willing to be exposed to a variety of chemical cleaning and related products, using appropriate safety precautions and equipment.

LICENSE: Must possess a valid California Driver's license

SALARY: Range 17

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance