

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: LEAD CUSTODIAN

DEFINITION:

Under the supervision of the Custodial Supervisor, oversees and participates in custodial activities at an assigned high school; maintains assigned classrooms, restrooms, offices, and related facilities in a clean and orderly condition; trains and provides work direction to others.

STATEMENT OF TYPICAL DUTIES:

- a. Oversees and participates in custodial activities at an assigned high school to assure timely and efficient custodial operations.
- b. Trains and provides work direction to assigned personnel; assigns and reviews work; participates in performance evaluation.
- c. Sweeps, scrubs, mops, waxes, and oils floors; vacuums rugs and carpets in classrooms, offices, workshops, and other work areas.
- d. Dusts and polishes furniture and woodwork; cleans and waxes desks; washes windows and walls.
- e. Empties and cleans waste receptacles and pencil sharpeners; picks up paper and other debris from grounds and buildings.
- f. Cleans restrooms including floors, walls, fixtures, appliances and mirrors; restocks supplies; polishes metal fixtures.
- g. Moves furniture and equipment; sets up cafeteria, classrooms, gymnasium, and other facilities for special events and meetings.
- h. Performs minor non-technical repairs to buildings and fixtures; replaces lights; cleans and adjusts shades and blinds; adjusts desks and other furniture; reports other repairs and maintenance needs to appropriate personnel.
- i. Turns lights on and off; unlocks and locks doors and gates and maintains proper school security at all times.
- j. Maintains adequate stock of custodial supplies and orders supplies as necessary; maintain

equipment and supplies in appropriate condition.

- k. Maintains routine records related to custodial supplies as required.
- l. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

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KNOWLEDGE 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.

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.

EDUCATION AND EXPERIENCE:

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.

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.

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