



Job Description

LEAD CUSTODIAN

Reports To:	Director of Maintenance & Operations / Plant Supervisor – High School
Supervises:	N/A
Pay Classification:	Range 25
Revision Date:	12/13/2017

GENERAL DESCRIPTION

Lead and perform routine custodial activities at assigned school sites or facilities during an assigned night shift; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; train and provide work direction to assigned staff.

Duties and Responsibilities:

- Lead and perform routine custodial activities at an assigned school site or facility during an assigned night shift; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets.
- Confer with site administrators to identify operations related issues and concerns, including scheduling, developing plans to resolve issues, planning and coordinating special events, training department staff, and evaluations.
- Coordinate staff absences and vacations; ensure proper coverage at all schools sites.
- Train and provide work direction to assigned staff; prepare written work assignments and schedules; conduct performance exams of potential workers; coordinate custodial substitutes to cover absences.
- Drive a vehicle to various sites to monitor and inspect the work of custodial staff; prepare inspection reports.
- Oversee and clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, labs, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.
- Oversee, clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows; unclog drains and toilets.
- Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school building; hose down lunch areas and gutters as needed.
- Oversee District-wide custodial supply orders and purchasing of custodial equipment; communicate with vendors to obtain prices for needed equipment; transport supplies to various sites; maintain records and inventory control; assess cost-effectiveness and utility of purchased supplies; provide recommendations to Director for further purchases.
- Mix and deliver chemicals to assigned sites; stock supplies and equipment as necessary; oversee

installation of new equipment at school sites.

- Prepare and maintain records and reports related to assigned activities; develop and complete operations forms.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; drive an electric cart as assigned by the position.
- Replace light bulbs and tubes; clean boards, trays and erasers; clean tables, chairs and floors.
- Communicate with site administrator and Director of Maintenance & Operations regarding custodial projects and activities.
- Move and arrange furniture and equipment; prepare classrooms and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events; serve as parking attendant during events as assigned.
- Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate.
- Report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority.

Other Duties:

- Participate in the thorough cleaning and restoration of campus facilities during vacation periods.
- Perform related duties as assigned.

QUALIFICATION GUIDELINES

Knowledge of:

- Principles and practices of training and providing work direction to others.
- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.

Ability to:

- Oversee and perform routine custodial activities at an assigned school site or facility.
- Train and provide work direction to assigned staff.
- Assign and review the work of others.
- Plan and organize work.
- Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate a variety of custodial equipment.
- Maintain tools and equipment in clean working order.
- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and time lines.

Education and Experience: Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position.

Education: Graduation from high school.

Experience: Two years of custodial experience.

License(s), certifications or other requirements:

- Valid California Class C driver's license.

PHYSICAL ELEMENTS AND WORKING CONDITIONS

Working Conditions:

- Indoor and outdoor work environment.
- Subject to fumes, dust and odors.
- Exposure to cleaning agents and chemicals.
- Driving a vehicle to conduct work.

Physical Abilities:

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling heavy objects up to 100 pounds with assistance.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights to replace light bulbs.