

JOB TITLE: LEAD CUSTODIAN – Elementary and Intermediate Schools

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To coordinate and oversee the cleaning, upkeep, and security of assigned site locations in a lead capacity; and to participate in the cleaning and custodial functions as required. Employees in this classification receive limited supervision from a school site administrator or his/her designee and within a framework of standard policies and procedures. Employees in this classification assign and oversee the work of others. This job class exercises responsibility for the selection of methods and procedures used in custodial maintenance projects and for the inspection of assigned workstations for compliance with established custodial standards.

TYPICAL DUTIES

- Assigns, coordinates, reviews work, and provides lead direction to custodians at assigned sites within the district
- Reviews work of custodians to assure compliance with established standards
- Inspects rooms, buildings, and storage areas for cleanliness, safety, security, and reports findings to proper authority
- Maintains, stores, inventories, and requisitions needed custodial supplies and equipment
- Prepares custodial reports as needed
- Safeguards school property
- Confers with supervisor regarding care and cleaning problems
- Participates in general cleaning and custodial functions as required
- Replaces lights as needed
- Moves, adjusts, and/or arranges furniture or equipment as needed for cleaning activities or special events
- Sweeps, mops, scrubs, waxes, and polishes floors
- Cleans classrooms, cafeterias, rest rooms, gymnasiums, offices, windows, and related areas
- Cleans walls, furniture, windows, woodwork and other equipment as detailed in daily work schedule; handles emergency cleaning when daily work schedule is adjusted
- Vacuums rugs and carpets on an occasional basis only
- Cleans walkways and grounds
- Plans custodial work necessary to prepare facility for special meetings and events
- Inspects maintenance repairs to insure proper completion
- Responds to emergency situations such as spills, clogged drains, broken glass, etc.
- Locks and unlocks doors and gates to ensure security of buildings and related areas
- Performs other related duties as required

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MINIMUM QUALIFICATIONS cont'd

- Possession of a valid Class C California Driver's License
- Knowledge of modern cleaning methods, techniques, materials, tools, and equipment
- Knowledge of established district policies and procedures related to custodial work
- Knowledge of safety rules and regulations associated with custodial work
- Skill to read and write at a level sufficient to successfully perform required duties
- Skill to understand and follow oral and written instructions in an independent manner
- Skill to oversee and review the work of others in a lead capacity
- Skill to estimate materials and personnel needed to complete assigned custodial tasks
- Skill to maintain accurate work records
- Skill to communicate effectively in oral and written forms
- Skill to perform mathematical calculations using basic addition, subtraction, multiplication, and division
- Skill to safely use and apply cleaning agents and custodial equipment
- Ability to meet the physical requirements for the successful performance of required duties
- Skill to establish and maintain effective work relationships with those contacted in the performance of the job