

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: ASSISTANT LEAD CUSTODIAN

DEFINITION:

Under the supervision of the Custodial Supervisor, and in the absence of the Lead Custodian, 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. In the absence of the Lead Custodian, 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.
- 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, maintains related records, orders supplies as necessary; maintains equipment and supplies in appropriate condition.
- k. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

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.

Approved: 09-12-01