



LOMPEC UNIFIED SCHOOL DISTRICT

LEAD CUSTODIAN I

JOB SUMMARY:

Under the direction of the site principal, provide work direction of the custodial activities at an assigned elementary school site; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; train and provide work direction to assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Lead Custodian I classification serves as a lead to other custodial staff at an assigned elementary school Site. Incumbents train and provide work direction to assigned staff. The Lead Custodian III classification serves as a lead to other custodial staff at an assigned high school site. Incumbents train and provide work direction to assigned staff. The Lead Custodian II classification serves as a lead to other custodial staff at an assigned middle school site. Incumbents train and provide work direction to assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide work direction to assigned custodial staff and schedule custodial services at the elementary school sites in performing a variety of custodial tasks; communicate with administrative personnel to plan, prioritize and schedule custodial activities.
- Train and provide work direction to assigned custodial staff; assist in the selection, training and evaluation of regular staff.; lead and participate in thorough cleaning and restoration of a school plant during school vacation periods
- Prepare and maintain a variety of records and reports related to assigned activities including employee timesheets, supply requisitions, safety inspections, work orders and inventory records.
- Monitor inventory levels of custodial supplies; order, receive, store and distribute custodial supplies and materials as directed; and receive, store and distribute instructional materials when assigned.
- Conduct a variety of training drills with students and staff in areas related to emergency procedures, safety, alarm systems and operational and/or other established procedures.
- Lead and participate in the cleaning and sanitizing of restrooms, shops, cafeterias, kitchens, offices and related facilities; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.
- Lead and participate when assigned to do so in cleaning, scrubbing and disinfecting restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; wash mirrors, tile, walls and windows; unclog drains and toilets; restock paper supplies and soap as necessary; clean drinking fountains.
- Respond to immediate safety and/or operational concerns; respond to inquiries from staff, students, parents or visitors as needed.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, sanitizing machine and other equipment as assigned; drive a vehicle to conduct work as assigned by the position.

- 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 security system as appropriate.
- Report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority; respond to immediate safety and/or operational concerns; monitor and update fire extinguisher tags.
- Prepare classrooms, gymnasiums 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.
- Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes.
- Deliver supplies, packages, furniture or other items to appropriate personnel at the site.
- Move, arrange and assemble furniture and equipment as requested.

OTHER DUTIES:

- Attend meetings, in-service training and workshops as assigned.
- Lead and participate in thorough cleaning and restoration of a school plant during school vacation periods.
- Assist with general grounds or maintenance activities as required by the position.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and sufficient training and two years of custodial experience.

Knowledge of:

- Principles and practices of training and providing work direction to others.
- Inventory methods and control.
- 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.
- Communicate effectively both orally and in writing.

Ability to:

- Oversee and schedule custodial services at the elementary school site.
- Perform or lead the work of others in performing a variety of custodial tasks.
- Communicate with administrative personnel to plan, prioritize and schedule custodial activities.
- Conduct training drill activities.
- Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- Use cleaning materials and equipment in a safe and efficient manner.

- Estimate quantity and types of supplies needed.
- 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 timelines.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment.
- Subject to fumes, dust and odors.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- 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 moderately heavy objects.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights to replace light bulbs.
- Working on ladders.

Hazards:

- Exposure to cleaning agents and chemicals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

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Salary Range: 31