

**PLEASANTON UNIFIED SCHOOL DISTRICT  
Job Description**

<b>Title:</b>	Night Lead Custodian-High School	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Job Category:</b>	Maintenance/Operations/ Facilities/Transportation	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	5/21/2020 Revision: 5/25/2023	<b>Current Salary Grade:</b>	22
<b>Job Description Revised:</b>	05/25/2023	<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of an assigned Program Administrator/Supervisor, perform routine experienced-level custodial duties at high school sites during assigned night shifts; maintain buildings, classrooms, cafeteria, office space and adjacent grounds to ensure school site facilities are attractive, sanitary and safe for students, staff and public; deliver and arrange equipment and furniture for meetings, classroom activities and events; respond to operational and safety requests as needed; lead and direct work performed by Custodian II; undertake appropriate measures to minimize property damage and liability exposure.

**ESSENTIAL FUNCTIONS:**

- Perform routine custodial duties at high school sites during assigned night shifts to maintain school/District buildings, facilities, office space and adjacent grounds areas in to ensure clean, orderly and secured conditions.
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- Clean assigned facilities and grounds including classrooms, offices, cafeterias, restrooms, grounds, gutters, swimming pool, and other facilities of an assigned school site to maintain a sanitary, safe and attractive environment; sweep, scrub and mop floors; vacuum rugs and carpets in classrooms, offices and other work areas; strip, wax and refinish floors; shampoo and spot clean carpets.
- Review Master Calendar, Facilitron and daily facility use forms to determine and prioritize evening facility usage needs and setups required for the evening activities.
- Train new hires or sub night custodial staff on procedures of the high school site and equipment as needed.
- Provide directions to custodial II staff with new assignments or tasks as directed by supervisor.
- Lead and direct night custodian I, custodian II or sub custodians during each shift.
- Communicate and review issues from supervisor's inspections with night custodians II's.
- Arrange furnishings and equipment for school events, including assemblies, meetings, luncheons and sporting events; remove furniture as needed; deliver various items including school supplies, furniture, audio visual equipment, and boxes.
- Dust and polish furniture, light fixtures and woodwork; clean white boards, trays and erasers; empty and clean waste receptacles and pencil sharpeners; clean and adjust shades or blinds.
- Clean, scrub and disinfect student and staff restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains.
- Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances.
- Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes, unplugging toilets and sinks and changing fuses; perform touch-up painting as assigned; identify and report maintenance problems; identify necessary repairs due to vandalism, equipment breakage, weather

conditions.

- Operate and maintain a variety of custodial equipment including a floor stripper, carpet extractor, pressure washer, walk-behind floor scrubber, rider floor scrubber, buffer, vacuum cleaner and small power and hand tools; replace belts and bags on vacuum cleaners as necessary.
- Ensure security of facilities during assigned hours; lock gates, doors and windows; monitor facilities for vandalism and safety and fire hazards and report to appropriate personnel; respond to emergency calls.
- Participate, plan, and direct large-scale thorough cleaning jobs and restoration of school site or other facilities as assigned during school recess and summer breaks.
- Maintain and order supplies and equipment, including cleaning solutions, paper products, vacuum and mops; ensure the availability of items required to properly maintain facilities.
- Monitor facility maintenance activities and provide work direction of assigned custodial personnel to ensure functions are performed efficiently, provide input to site admin and Operations manager.
- Respond to immediate safety and operational concerns such as facility damage, alarms, graffiti, unauthorized individual, and animal trespass; take appropriate action to resolve immediate safety issues.
- Inspect facilities to ensure that the site is suitable for safe operations and maintained in an attractive and clean condition.
- Confer with site administrator and operations manager about custodial needs, schedules and concerns.
- Attend meetings and trainings related to job duties, including blood borne pathogens, cleaning solvents and first aid.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of the job classification as assigned.
- Prepare various reports including requisitions, safety inspections, work orders, and inventory records.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Basic methods, materials, tools and equipment used in custodial work.
- Methods of industrial cleaning including floor and carpet.
- Methods of cleaning and preserving floors, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Operation and maintenance of custodial equipment and power and hand tools.
- Oral and written communication skills.
- Proper lifting techniques.
- Basic math.
- Safety practices and procedures.

Ability to:

- Operate and use technology and daily reports to determine facility use priorities.
- Observe health and safety regulations.
- Use various cleaning materials and methods.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Identify issues and create action plans.
- Understand and follow oral and written directions.
- Communicate effectively with others.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

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Experience: Sufficient education and experience to demonstrate the knowledge and abilities listed.

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license.

**DESIRABLE QUALIFICATIONS:**

- N/A

**WORKING CONDITIONS:**

Environment: Indoor/Outdoor work environment. Drive District vehicle to conduct work.

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.

- Significant fine finger dexterity.
- Significant lifting, carrying, pushing or pulling moderately heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Generally, the job requires 5% sitting, 50% walking, and 45% standing.

Hazards:

- Exposure to chemicals and fumes.
- Working on ladders.
- Subject to fumes, dust and odors.

**OTHER:**

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- State Mandated Training
- TB Clearance

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*