



JOB DESCRIPTION

Position Code: 636
Classified Group: CSEA
Salary Range: 22
Work Days: 261
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POSITION TITLE: Lead Custodian

DEFINITION: Under general supervision, performs janitorial services in keeping assigned school building areas clean and orderly. This is the working lead level.

DIRECTLY RESPONSIBLE TO: Administrator or Custodial Services Supervisor

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Leads and directs the work of Custodian employees.
2. May keep simple records as needed.
3. May assist high school custodial supervisor in scheduling, training, and evaluating the performance of custodial staff.
4. Sweeps, mops, waxes, scrubs, and/or vacuums floors.
5. Empties and cleans waste receptacles.
6. Cleans rest rooms.
7. Replenishes supplies.
8. Reports the need for repairs.
9. Operates power cleaning equipment.
10. Performs routine measures (i.e., checks for unlocked doors and windows) to ensure building security.
11. Sweeps sidewalks and play areas.
12. Polishes metal work.
13. Cleans fountains.
14. May do limited grounds maintenance work.
15. May make minor non-technical repairs.
16. May check the operation of heating and air conditioning systems.
17. May assist community groups using school facilities.
18. Dusts, waxes, washes and polishes furniture and woodwork.
19. Washes windows and walls.
20. Moves and arranges furniture and equipment.
21. Replaces light bulbs.
22. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education, and experience that demonstrates ability to perform custodial tasks at an assigned school(s) with limited supervision; minimum one year of experience in custodial services, preferably at the high school level.

Licenses and Certificates:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of standard cleaning practices, methods, materials, tools, equipment, hazards, and safety precautions related to custodial work
- Knowledge and skill in use of computers and assorted software programs
- Ability to effectively train and direct the work of others
- Ability to use common cleaning materials and equipment
- Ability to read and follow an assigned work schedule
- Ability to understand and follow verbal and written instructions
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment
- Seasonal hot/cold weather
- Wet or humid conditions
- Moderate to loud noise from equipment

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Move about schools and facilities to conduct work, including crawling, bending, stretching, stooping, kneeling, crouching and remaining in a stationary position for long periods of time
- Transport, move, and lift large objects weighing up to 75 pounds
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Inspect documents and other written materials with fine print
- Inspect facility
- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Work near moving mechanical parts
- Exposure to fumes, airborne particles, and toxic or caustic chemicals
- Exposure to vibration

Other Characteristics:

- Willingness to work alone and without supervision
- Willingness to work a variety of shifts

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approval: 6/13/2017
Adopted: 10/8/1985
Revised: 3/24/1995
Revised: 5/24/2017