

## COLTON JOINT UNIFIED SCHOOL DISTRICT

**CLASS TITLE: LEAD CUSTODIAN**

**Range: 47**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, lead and direct a custodial team on a scheduled route to a number of district sites during evening hours; train and provide work direction to assigned custodial staff; clean classrooms, offices, cafeterias and other facilities of assigned schools; perform minor repair and maintenance and assure security of school during assigned hours.

### **REPRESENTATIVE DUTIES:**

Lead and direct a custodial team on a scheduled route to a number of district sites during evening hours; train and provide work direction to assigned custodial staff. *E*

Clean classrooms, offices, cafeterias and other facilities of assigned schools; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices and other work areas. *E*

Assure security of school during assigned hours; lock gates, doors and windows; turn off lights when room is not in use; monitor facilities for fire hazards and report to appropriate personnel as required. *E*

Dust and polish furniture, light fixtures and woodwork; clean chalkboards, trays and erasers; empty pencil sharpeners. *E*

Empty and clean the waste receptacles; refill dispensers. *E*

Clean, scrub and disinfect student and staff restrooms; wash windows and walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains. *E*

Adjust and arrange furniture and equipment; set up school facilities for special events and meetings. *E*

Operate and maintain a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools; replace belts and bags on vacuum cleaners as necessary. *E*

Pick up paper and other debris from grounds and buildings. *E*

Participate in thorough cleaning and restoration of school plant during school vacations or schools off-track as assigned. *E*

Drive district vehicle with team members between assigned sites. *E*

Communicate with designated evening supervisor regarding any issues which may arise, including staffing and supplies. *E*

Prepare and maintain a variety of records related to work performed by the team. *E*

Assist with grounds maintenance or general maintenance of the school building such as painting as required.

Replace lights, adjust shades or blinds or adjust desks and other furniture.

Refinish desks and furniture as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern cleaning methods and the preferred methods of cleaning and preserving floors, walls and fixtures and surrounding areas.

Cleaning materials, disinfectants and equipment used in custodial work.

Safety practices and work methods.

Policies and objectives of assigned program and activities.

Proper lifting techniques.

Principles and practices of training and providing work direction.

**ABILITY TO:**

Train and provide work direction to assigned staff.

Maintain school buildings and facilities in a safe, clean and orderly condition.

Use common cleaning equipment and materials in a safe and efficient manner.

Operate a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools.

Prioritize work, meet schedules and time lines.

Understand and follow oral and written directions.

Work cooperatively with others.

Complete minor repairs as necessary.

Maintain routine records related to work performed.

**EDUCATION AND EXPERIENCE:**

Education: **High School graduate or the equivalent.** Proof required.

Experience: Two years custodian experience.

Testing: **Passing score on District Lead Custodian test.**

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Evidence of insurability

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Climbing ladders to inspect and replace lights.  
Lifting and carrying heavy objects (up to and over 75 pounds).  
Dexterity of hands and fingers to operate small hand and power tools and equipment.  
Seeing to inspect, set alarms and clocks and read work orders.  
Hearing for alarms, buzzers, walkie talkie and beepers.

**HAZARDS:**

Exposure to cleaning chemicals.  
Fumes from paints and solvents.  
Working at heights.