

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD CUSTODIAN (Range 20)

BASIC FUNCTION:

Under the direction of an assigned supervisor, clean and maintain assigned school facilities in a clean, orderly, and secure manner during evening hours; train and provide work direction to assigned custodial staff.

REPRESENTATIVE DUTIES:

Clean and maintain assigned school facilities in a clean, orderly, and secure manner during evening hours. *E*

Schedule and assign work to assigned staff; assure appropriate shift coverage and request substitutes as necessary. *E*

Train and provide work direction to assigned custodial staff; demonstrate appropriate methods of preparation, cleaning and maintaining floors, furniture and related areas. *E*

Sweep, mop, strip, wax, and seal floors; vacuum rugs and carpets. *E*

Dust, wash, and polish furniture and woodwork. *E*

Empty and clean waste receptacles, including trash barrels. *E*

Clean restrooms and supply restrooms with paper products; check restrooms and other areas for graffiti and clean as directed. *E*

Wash windows, mirrors and walls, polish metal work and clean chalkboards. *E*

Move and arrange furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings. *E*

Pick up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities; sweep concrete surfaces adjacent to the school buildings. *E*

Perform emergency cleanup service resulting from breakage, vandalism, spilling, and illness. *E*

Clean drinking fountains; clean lunch tables as assigned. *E*

Monitor and participate in the major cleaning of the school plant. *E*

Inspect building and grounds for damage, needed repairs, security and safety hazards. *E*

Lock and unlock gates and doors, and set security systems.

Perform minor maintenance work as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods including basic methods of cleaning and preserving floors, carpets, furniture, walls and fixtures.

Cleaning materials, supplies, and equipment.

Safe working methods and procedures.

ABILITY TO:

Schedule and assign work to assigned staff.

Train and provide work direction to assigned crew or site-based custodial staff.

Efficiently and effectively use and demonstrate cleaning materials, supplies and equipment.

Understand and carry out oral and written directions.

Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed below and one year custodial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Regular exposure to fumes, dust and odors.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and provide work direction.

Lifting, carrying, pushing, pulling and moving heavy furniture and equipment.

Walking or standing for extended periods of time.

Dexterity of hand and fingers to operate equipment.

Bending at the waist.

Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Contact with cleaning agents and chemicals.