



LEAD CUSTODIAN Job Description

March 19, 2025

JOB SUMMARY:

Under the direction of the Director of Facilities and Safety, plans, organizes, and oversees the custodial services required to maintain school buildings, grounds, and offices in a clean, orderly, and secure manner, while also performing hands-on custodial work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organizes, leads and performs custodial work to maintain all school buildings.
- Communicates and implements directions from the Director of Facilities and Safety to the custodian staff.
- Inspects the work of custodian staff and provides assistance as needed; assures work is performed in accordance with the District's quality standards.
- Inspects buildings and grounds for health and safety hazards, security, and vandalism.
- Coordinates with the Director of Facilities and Safety and/or School Principal in planning the cleaning, maintenance of the school campus, and safety inspections.
- Provides training for new and substitute employees as well as re-training for existing staff as needed.
- Assists with product training, including chemicals and machinery.
- Coordinates and implements summer cleaning schedules.
- Assists in preparing facilities for special events and programs.
- Responds to routine and emergency calls District-wide.
- Performs a variety of custodial duties at all buildings such as vacuuming, mopping, cleaning restrooms, emptying trash, supply stocking, surface sanitizing, floor care, and deep cleaning.
- Performs minor maintenance repairs at all buildings such as changing lightbulbs, installing paper and soap dispensers, furniture height adjustments, and minor plumbing tasks.
- Performs substitute coverage as needed.
- Maintains, coordinates repairs, and inventory of custodian related equipment for the district.
- Conducts product and material research and provides recommendations.
- Prepares and updates Safety Data Sheets (SDS).
- Inputs various work orders as needed.
- Completes custodian supply ordering for all sites.

- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- District operations, policies, rules, and regulations
- Cal/OSHA regulations
- Methods, techniques, materials, and tools used in custodial work
- Requirements for maintaining safe working methods, procedures, and practices
- Principles of supervision and training of custodial personnel.
- Rules and regulations of chemical use
- Computer applications, i.e., MS Office Suite, work order system

Ability to:

- Train, direct, and lead while working with custodian personnel
- Use time and materials in an effective manner
- Develop and enforce safe work standards and high-quality levels of service
- Evaluate new products and recommend usage
- Operate a computer for various related purposes
- Makes accurate mathematical calculations
- Estimates time and materials in connection with custodian related work and schedules
- Safely uses equipment, tools and chemicals used in custodian work
- Perform routine and minor repairs or maintenance to tools and equipment
- Maintain a good driving record and qualify for District vehicle insurance
- Ability to mix and apply chemicals and pesticides in accordance with state regulations
- Ability to lift and carry loads up to 100 lbs.
- Communicate clearly and concisely, both orally and in writing
- Make sound decisions and demonstrate intellectual capabilities
- Demonstrate interpersonal skills using tact, patience, and courtesy
- Maintain regular and consistent attendance

Education, Licenses, and other Requirements:

- Equivalent of the twelfth grade, course work in related fields desired

Experience:

- At least two years of custodial experience required; prior experience leading or training staff preferred

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- Near moving mechanical parts
- Outside weather conditions
- Regularly exposed to risk of electrical shock
- Frequently in high, precarious places
- Frequently exposed to toxic or caustic chemicals
- Occasionally exposed to wet and/or humid conditions and vibration

Physical Abilities:

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 in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Standing for extended periods of time
- Bending at the waist, kneeling, or crouching

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 70 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

OTHER

- Possession of a valid California's driver's license and the ability to qualify and maintain qualifications for District vehicle insurance coverage.

CLEARANCES

- California Department of Justice (DOJ) fingerprint clearance
- Pre-employment physical examination and drug screen clearance
- Current negative tuberculosis (TB) clearance

Range: 15

Board Approved: 04/08/2025