

## CENTRAL UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

**Position:** Lead Custodian

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### EDUCATION AND EXPERIENCE

Experience:

One year of experience as Custodian or equivalent.

Education:

High school diploma or equivalent.

License Requirement:

Possess a valid California Driver's License.

Condition of Employment:

Insurability by the District liability insurance carrier.

### SUMMARY

Under the supervision of the School Principal and Manager of Operations and Maintenance, performs all the duties of a Custodian and assumes responsibility of the total custodian operation of the school including scheduling of work.

### SPECIFIC RESPONSIBILITIES

1. Performs and/or supervises custodian duties normally required including:
  - a. Sweeping
  - b. Dusting
  - c. Scrubbing
  - d. Mopping
  - e. Heating
  - f. Ventilation
  - g. Watering
  - h. Raking
  - i. Waxing
  - j. Floor Finishing
  - k. Vacuuming
  - l. Polishing
  - m. Window Washing
  - n. Wall Washing
  - o. Moving Furniture
2. Performs and/or supervises minor non-technical repairs and adjustments.
3. Responsible for maintaining the grounds clean.
4. Performs and/or supervises planting, cultivating, pruning and fertilizing.
5. Performs and/or supervises the operation of hand lawn tools and light power equipment including mowers, edgers and sprayers.
6. Safeguards campus property.
7. Monitors to ensure that all custodial work meets satisfactory standards.
8. Performs related duties as assigned.

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Custodian.lead

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## **SPECIFIC QUALIFICATIONS**

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Materials, processes and equipment used in custodial work;
- principles and techniques of training;
- cleaning methods, work loads and scheduling;
- heating and air conditioning; policies and programs;
- minor routine maintenance of a variety of equipment;
- vehicle operation;
- possess valid vehicle operation's license.

Ability to:

- Perform a variety of cleaning activities and evaluate work accomplished;
- clean and care for wall and floor surfaces, grounds and equipment;
- maintain simple records of various types;
- work cooperatively with staff, students and fellow workers;
- understand and carry out oral and written instructions.

## **PHYSICAL DEMANDS SUMMARY:**

Requires the ability to walk, stand, bend at the neck and waist, twist neck and waist, and squat constantly; to squat, climb, and kneel occasionally; to sit occasionally. Requires the ability to use right and left hand and right and left arm constantly. Requires the ability to grasp with both hands constantly. Requires the ability to reach above the shoulders with both hands frequently. Requires the ability to lift and carry up to 50 pounds constantly. Ability to occasionally lift and carry up to 100 pounds. Requires ability to push and pull up to 50 pounds with both arms frequently.