

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD CUSTODIAL RESPONSE WORKER (Range: 25)

BASIC FUNCTION:

Under the direction of an assigned supervisor, lead and participate in the work of custodial staff responsible for the cleaning, maintenance, and operational support of District facilities. The Lead Custodial Response Worker is responsible for scheduling, training, and guiding staff; coordinating projects and events; overseeing daily custodial operations; ordering supplies; and ensuring safe and efficient use of equipment and materials. This position also communicates with outside vendors and contractors to support projects and may assist with project planning and quote coordination. This position is itinerant and may be used across the district for additional support at various locations.

REPRESENTATIVE DUTIES:

Lead, guide, and assist custodial staff in daily operations, including cleaning, floor care, event setup, and minor maintenance. **E**

Provide hands-on training to custodial staff on safety procedures, cleaning standards, and proper use of custodial and floor care equipment. **E**

Schedule and coordinate custodial assignments, special projects, and event support across assigned District sites. **E**

Monitor work quality and provide feedback or direction to ensure compliance with District standards. **E**

Facilitate communication between sites, supervisors, and custodial staff. **E**

Coordinate and lead the completion of special cleaning projects, event setups, deep cleaning schedules, and emergency responses. **E**

Order and maintain inventory of custodial supplies, materials, and equipment for daily operations and planned projects. **E**

Assist with planning and timelines for after-hours custodial and maintenance projects. **E**

Work with outside vendors and contractors to obtain quotes for services and materials; coordinate contracted work in collaboration with maintenance and site leadership. **E**

Assist with project oversight, ensuring timelines, safety, and quality standards are met. **E**

Support site administrators and staff with custodial and facility-related scheduling needs. **E**

Clean and maintain classrooms, restrooms, offices, cafeterias, gymnasiums, and common areas. **E**

Sweep, mop, vacuum, strip, wax, and seal a variety of flooring surfaces including Vinyl Composition Tile, Luxury Vinyl Tile, carpet, wood, and concrete. **E**

Perform basic repairs to carpet, Luxury Vinyl Tile, and other flooring types, including patching, securing loose sections, and installing or repairing baseboards and coving. **E**

Replace light bulbs, clean windows, dust furniture, and empty trash and recycling receptacles. **E**

Operate and train staff in the safe use of custodial and floor care equipment, including buffers, burnishers, scrubbers, extractors, dehumidifiers, and pressure washers. **E**

Identify asbestos, mold, and lead for removal prior to new work being completed. **E**

Respond to emergency custodial needs such as spills, vandalism, or flood recovery. **E**

Lock and unlock facilities; activate/deactivate alarm systems. **E**

Drive District vehicles to transport mail, equipment, materials, supplies, or support staff. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Leadership techniques, training methods, and team coordination.

Proper custodial methods, equipment, and materials for cleaning and sanitation.

Floor care and carpet maintenance, including repair techniques.

Safe use and operation of District vehicles, towing, custodial and maintenance equipment.

Project planning, coordination, and task delegation.

Purchasing procedures, supply inventory, and vendor relations.

Asbestos, mold and lead identification.

Basic contract coordination and quote evaluation with outside contractors.

Safe handling and storage of cleaning agents and chemicals.

District work order systems, timelines, and operational procedures.

Interpersonal skills using tact, patience and courtesy when dealing with individuals.

ABILITY TO:

Lead and support a custodial team effectively.

Schedule and coordinate custodial operations and project timelines.
Train others on the safe and efficient use of custodial and floor care equipment.
Communicate effectively with staff, vendors, and contractors.
Obtain and evaluate quotes for materials and contracted services.
Operate a variety of custodial and maintenance equipment safely including District Vehicles and towing equipment.
Maintain accurate records and manage supply inventories.
Work independently with sound judgment and initiative.
Adapt to changing priorities and respond quickly to emergency situations.
Establish and maintain cooperative relationships with staff, vendors, and supervisors.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent and four (4) years of experience in custodial, maintenance, or facilities-related work, including one (1) year in a lead or training role. Experience coordinating custodial/facilities projects and working with vendors or contractors is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.
Must hold or obtain Asbestos Awareness and Lead Hazard Communication Training in accordance with District and State requirements (within the first 90 days of employment).

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments; exposure to cleaning agents, odors, dust, and weather conditions.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES::

Lifting, carrying, pushing, or pulling heavy custodial and maintenance equipment and supplies.
Standing, walking, bending, kneeling, crouching and reaching for extended periods.
Climbing ladders and working from heights.
Dexterity of hands, wrists and fingers to operate assigned equipment, tools or supplies.
Visual acuity to inspect facilities and complete detailed work.

HAZARDS:

Exposure to cleaning chemicals and biohazards.
Working at heights or in confined spaces.
Potential contact with electrical fixtures when performing light maintenance.