

SAN YSIDRO SCHOOL DISTRICT

TITLE: Lead Custodian

REPORTS TO: Director of MOTF

DEPARTMENT: Maintenance/Operations

CLASSIFICATION: Classified (12 Month)

FLSA: Non-Exempt

SALARY: Classified Salary Schedule (Steps 18-22)

Revised: January 2020

Board Approved: February 2020

BASIC FUNCTION: Under the supervision of the Director of Maintenance, Operations, Transportation, and Facilities the Lead Custodian will coordinate and perform responsible custodial activities at an assigned school site or other District facility. The Lead Custodian uses highly significant levels of custodial maintenance and decision-making skills, coordinates, trains and provide guidance to custodial staff and leads the custodial program of the District.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below.)

- Train and provide guidance to assigned custodial staff; assign and inspect the work of custodial staff and assure compliance with established guidelines and schedules.
- Confer with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities.
- Requisition custodial supplies in accordance with established procedures; maintain proper inventory levels; issue supplies and equipment to staff.
- Assists with the development of the district's custodial program, including the development of custodial priorities, schedules and programs.
- Reviews and recommends new techniques and methods of cleaning, products and equipment.
- Works a flexible shift, may be on call for emergencies during off duty hours.
- Sees that each custodian has a copy of the cleaning schedule and that work is done in accordance with the schedule.
- Required to travel to multiple sites.
- Inputs and tracks work orders and prepares reports as needed.
- Inspect work completed by night custodian for accuracy and compliance with instructions and established standards.
- Clean classrooms, offices, cafeterias and other facilities of an assigned site; sweep, scrub and mop floors; vacuum rugs and carpets in classrooms, offices and other work areas; strip, wax and refinish floors; shampoo and spot clean carpets.
- Dust and polish furniture, light fixtures and woodwork; empty and clean waste receptacles and pencil sharpeners; clean and adjust shades or blinds.
- Clean, scrub and disinfect student and staff restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains.
- Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; water lawns and shrubs as assigned by the position.
- Move and arrange furniture and equipment; set up facilities for special events and meetings.
- Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes, unplugging toilets and sinks and changing fuses; perform minor touch-up painting; identify and report maintenance problems.
- Operate and maintain a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner and small power and hand tools; replace belts and bags on vacuum cleaners as necessary; operate a computer and a two-way radio as assigned by the position.
- Participate in thorough cleaning and restoration of school plant or District facilities assigned.
- Inspect fire extinguishers monthly in accordance with local law established procedures.

- Attend custodial staff meetings as directed.
- Perform related duties as assigned.

KNOWLEDGE:

- Materials, tools and equipment used in custodial work.
- Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture walls and fixtures.
- Requirements of maintaining District buildings in a safe, clean and orderly condition.
- Principles of training and providing work direction and guidance to others.
- Safe practices and work methods related to custodial activities.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.
- Applicable rules, guidelines and regulations related to assigned activities.
- Inventory methods.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Train and provide work guidance to others.
- Assure compliance with established rules, guidelines, regulations and schedules.
- Operate and maintain tools and equipment signed in clean working order.
- Operate a computer.
- Use various cleaning materials and methods.
- Perform minor non-technical repairs.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Prioritize and schedule work.
- Work independently with little direction.
- Speak, read and write English at a level required for satisfactory job performance.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent
- Three (3) years of custodial experience
- Valid California Class C driver's license

WORKING CONDITIONS

Employee in this classification work both inside and outside, in temperatures over 90 degrees, frequent temperature changes, inadequate lighting, and in the absence of supervision.

PHYSICAL REQUIREMENTS:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift and move heavy items, up to 50 pounds; assist with lifting heavy items up to 70 pounds; working at heights on ladders or scaffolding.