

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: LEAD CUSTODIAN

Classification:	Classified	Work Year:	251 Days
Department:	School Sites	Board Approval:	03/05/1992
Reports To:	Principal	Work Year Revision:	02/19/2009
Salary Range:	Classified Salary Schedule, Range 18	Format Revision:	10/30/2009

BASIC FUNCTION:

To perform cleaning and custodial functions at assigned site(s) and perform routine groundskeeping and maintenance duties in the upkeep of District buildings and facilities. Directs and monitors work of site custodians.

REPRESENTATIVE DUTIES:

- Confers with Principal as to custodial assignments and special activities and coordinates instructions with site custodians.
- Provides input to Principal regarding custodian performance and evaluation.
- Insures that night custodians perform duties in accordance with assigned schedules.
- Orders and inventories supplies.
- May issue supplies and equipment.
- Sets up/takes down furniture and equipment for special events or meetings.
- Checks mechanical and electrical systems.
- Maintains security and vandalism control of the school.
- Identifies maintenance problems and reports need of repairs to Principal.
- Adjusts work schedule to fit needs of Principal and school.
- Directs and participates in the major cleaning of sites/ buildings during summer and/or other recess periods.
- Performs other duties similar to the above in scope and function as required.

OTHER DUTIES:

- Performs responsible janitorial and custodial functions at assigned site(s).
- Cleans classrooms, rest rooms, cafeteria, multipurpose rooms, libraries, offices, and related facilities.
- Sweeps, mops, scrubs, waxes, vacuums, and shampoos carpets and floors.
- Cleans walls, furniture, windows, woodwork, chalk boards, chalk trays, and light covers.
- Empties, cleans, and lines trash receptacles.
- Dusts furniture, window sills, and shelves.
- Responds to emergency cleanups such as spills and clogged drains.
- Performs minor maintenance and repair to buildings, fixtures, and equipment; adjusts shades/blinds and desks; assembles furniture.
- Performs routine groundskeeping duties as assigned which may include mowing, weeding, and watering lawn.
- Checks and refills towel, toilet paper, and soap dispensers.
- Raises/lowers flags; sets up/takes down playground equipment.
- Performs minor/touch-up painting; replaces lights.
- Picks up papers and debris; cleans walkways and entrances.
- Operates equipment such as vacuums, floor cleaning and polishing machines, scrubbers, steam cleaners, lawn mowers and trimmers.
- Locks and unlocks doors, windows, and gates to ensure security of buildings and related areas; turns alarms on/off.
- Sets up and arranges furniture and facilities for assemblies, lunch, meetings, and special events as assigned.
- Inspects areas and grounds for vandalism, damage, and sanitary and safety hazards.
- Reports hazards to appropriate authority and prepares work orders for major repairs needed.
- Assists in performing a variety of general maintenance tasks during summer months under the direction of the Director of Maintenance including painting, light electrical work, carpentry, and plumbing as assigned.
- Performs other duties similar to the above in scope and function as required.

LICENSES AND CERTIFICATIONS:

- Possession of a valid California Driver's License.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern cleaning methods, materials, tools, and equipment associated with custodial work;
- Routine groundskeeping methods and practices;
- The safe use and operation of equipment and chemicals used in custodial and groundskeeping work;
- The care and maintenance of custodial and groundskeeping equipment and tools;
- Principles of supervision and training.

ABILITY TO:

- Perform general gardening and custodial work; safely use cleaning agents, equipment, and materials;
- Meet the physical requirements necessary to safely and effectively perform required duties;
- Train and coordinate subordinates to ensure that assigned work is completed effectively;
- Estimate quantities of materials and supplies needed;
- Communicate effectively in both oral and written forms;
- Understand and carry out oral and written instructions;
- Speak, read, and write english at a level required for satisfactory job performance;
- Establish and maintain cooperative working relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

- Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
- Requires great physical demand for strength and endurance, involving heavy physical exertion.
- Ability to lift over 50 lbs. and carry any object up to 25 lbs. on a continuous basis.