PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: June 21, 2006
Salary Schedule: 20; Row: 20

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **LEAD CUSTODIAN**

JOB PURPOSE STATEMENT: Under general supervision, to maintain an attractive, sanitary and safe facility; performs custodial and minor maintenance duties in the upkeep of a facility; provides adequate arrangements for meetings, classroom activities and events; minimizes property damage and loss and liability exposure, ensuring that assignments are completed in a safe, proper and timely manner; provides work direction and guidance to others as necessary.

JOB FUNCTIONS:

- Confers with site administration, Maintenance & Operations Supervisor, or Director of Maintenance, Operations & Transportation regarding care and cleaning of the school site
- Coordinates, schedules, and participates in the custodial and maintenance work performed at the school site
- Provides work direction and guidance to custodians at assigned school; assists in the training of custodial personnel and substitutes
- Performs minor repairs and maintenance of a less skilled nature of general electrical, plumbing, painting and carpentry maintenance work on buildings, equipment and furnishings
- Assists in developing work schedules; reviews maintenance reports and work orders.
- Confers with custodial staff regarding work, and the scheduling of activities
- Sweeps, picks up debris, scrubs, dusts and otherwise cleans areas such as offices, hallways, workshops, lavatories, classrooms, cafeterias, libraries, multi-purpose rooms, gymnasiums
- Picks up paper and other debris from school grounds, walkways, and other areas adjacent to the school facilities; sweeps concrete surfaces adjacent to school buildings.
- Performs emergency clean-up resulting from breakage, vandalism, spillage or illness
- Operates a variety of custodial equipment

JOB FUNCTIONS – continued

- Orders and controls the inventory of custodial and building maintenance materials and supplies
- Inspects building for safety, fire and sanitary hazards for the purpose of minimizing property damage, loss and liability and ensuring safety at work site
- May prepare and maintain a variety of written records and reports
- Assists in moving and arranging furniture, equipment and material
- Maintains a pleasant appearance and demeanor
- Performs other related duties as assigned or needed

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern cleaning methods including basic methods of cleaning and preserving floors, carpets, furniture, walls and fixtures
- Cleaning materials, supplies, and equipment
- Safe working methods and procedures

Ability to:

- Schedule and assign work to assigned staff
- Train and provide work direction to assigned crew or site-based custodial staff
- Efficiently and effectively uses and demonstrates cleaning materials, supplies and equipment.
- Understands and carries out oral and written directions
- Inspects facilities for maintenance and repair needs and fire safety and health hazards.
- Establishes and maintains cooperative and effective working relationship with others.

PHYSICAL ABILITIES:

- Visual ability to read handwritten/typed documents and instructions
- Hearing and speaking to exchange information and provide work direction
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, lift (50 pounds), carry (50 pounds), climb, and walk
- Able to sustain manual labor up to 8 hours
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to use respirators, for personal protection, as necessary
- Able to work at various elevated heights and in restricted spaces in a safe and effective manner
- Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- High school diploma or General Education Diploma

Experience:

- Two years of custodial experience in a school or related environment

Licenses, Certifications, Bonding, and/or Testing:

- Physical Examination Clearance
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance