



**CLASS TITLE: LEAD CUSTODIAN
UNIT 1**

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, schedule, coordinate, inspect and participate in the activities of custodial staff involved in the general cleaning and care of school sites and other assigned facilities; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; train and provide work direction and guidance to assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Schedule, coordinate, inspect and participate in the activities of custodial staff involved in the general cleaning and care of school sites and other assigned facilities; maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition; assure compliance with applicable health and safety standards.

Perform routine custodial activities at an assigned school site or facility; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets.

Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.

Train and provide work direction and guidance to assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assure substitute custodian coverage as necessary.

Inspect the work of evening custodial staff and assure compliance with established guidelines and schedules; assign special projects and custodial duties as needed; provide input for performance evaluations as requested.

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; wash mirrors, tile, walls and windows; unclog drains and toilets; restock paper supplies and soap as necessary; clean drinking fountains.

Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school building.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned.

Monitor inventory levels of custodial supplies and equipment; initiate purchase requisitions for supplies and equipment; receive incoming shipments of supplies and equipment; distribute classroom and office supplies as needed.

Replace light bulbs and tubes; clean chalkboards, white boards, trays and erasers; empty pencil sharpeners; clean tables, chairs and floors.



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Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events.

Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate.

Report safety, sanitary and fire hazards to appropriate personnel; prepare work orders and report need for maintenance and repairs to appropriate authority.

Maintain overhead projectors at school sites; change bulbs, clean filters and resetting computers as assigned.

Participate in the thorough cleaning and restoration of campus facilities during vacation periods. 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 as assigned; identify and report maintenance problems.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of scheduling, training and coordinating District custodial activities.

Safe practices and work methods related to custodial activities.

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Proper lifting techniques.

Applicable rules, guidelines and regulations related to assigned activities.

Inventory methods.

ABILITY TO:

Schedule, coordinate, inspect and participate in the activities of custodial staff involved in the general cleaning and care of school sites and other assigned facilities.

Perform routine custodial activities at an assigned school site or facility.

Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

Use cleaning materials and equipment in a safe and efficient manner.

Maintain campus buildings and adjacent grounds areas in a clean, orderly and secure condition.

Train, schedule and evaluate assigned personnel.

Estimate and order required custodial supplies and equipment.

Operate a variety of custodial equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.



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Observe and report safety hazards and need for maintenance and repair.
Understand and follow oral and written directions.
Observe health and safety regulations.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training to demonstrate the knowledge and abilities listed above and three years of custodial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Subject to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, pushing or pulling moderately heavy objects.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights to replace light bulbs.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working on ladders.