

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Lead Custodian

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform routine cleaning work in a school site or facility in an orderly and efficient manner to maintain a sanitary, safe, and attractive environment, and coordinate work of site custodial staff.

SUPERVISOR: Principal

TYPICAL DUTIES:

1. Performs cleaning and routine maintenance of a District school or facility.
2. Confers with the site administrator and custodial supervisor regarding schedules, activities, and staff.
3. Performs minor maintenance repairs to buildings, fixtures and equipment.
4. Inspects buildings and grounds for vandalism, safety hazards, major repairs and makes reports to supervisor.
5. Pick up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities.
6. Sweep concrete surfaces adjacent to the school buildings.
7. Prepares requisitions for supplies.
8. Receives and stores supplies and equipment.
9. Keeps records and prepares reports.
10. Cleans classrooms, offices, multipurpose rooms, and grounds to maintain a sanitary, safe, and attractive environment.
11. May request substitutes as necessary.
12. Arranges furnishings and equipment for meetings, classroom activities and events.
13. Properly handles bloodborne pathogens, chemicals, and other waste.
14. Secures facilities and grounds to minimize property damage, loss and liability, and ensuring safety at work site.
15. Lock and unlock gates, doors, set security systems.
16. Train and provide work direction to assigned crew or site-based custodial staff; demonstrate appropriate methods of preparation, cleaning and maintaining floors, furniture and related areas.
17. Dust, wash and polish furniture and woodwork.
18. Informs students, other site personnel, and supervisor of information regarding activities, safety and/or proper maintenance of facilities.
19. Performs minor repairs on furniture and equipment to ensure items are available and in safe working condition.
20. Coordinates schedule and assigns work to site staff to assure appropriate shift coverage.
21. Sweep, mop, strip, wax, and seal floors; vacuum rugs and carpets.
22. Empty and clean waste receptacles, including trash barrels.
23. Clean restroom, locker room, and shower.
24. Wash windows and wall, polish metal work and clean chalkboards.
25. Clean window covering, such as drapes and blinds.
26. Perform other related duties similar to the above as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Proper and safe cleaning methods and practices.
- Cleaning materials, equipment, and supplies.
- Custodial and maintenance tools/equipment and their safe use.
- Proper loading and unloading of supplies, equipment and furniture.
- Basic record-keeping techniques.

Ability to:

- Use cleaning materials and equipment skillfully and efficiently.
- Coordinate the work of others.
- Use basic mechanical and hand tools to perform minor repairs and adjustments.
- Carry out varied work tasks with interruptions in allotted periods of time.
- Perform heavy physical labor.
- Understand and follow both verbal and written instructions.
- Adjust to flexible assignments, sometimes on short notice.
- Maintain basic records.
- Understand and carry out vocal and written directions with minimum supervision.
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.
- Communicate effectively in both oral and written form.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- Valid California Driver's License and evidence of insurability.
- TB test clearance.
- Drug test clearance.
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in-person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone and office equipment.
5. Sufficient mobility to move about the District and drive a vehicle.
6. Sufficient strength to lift, move, push/pull, and carry heavy objects, and also to stoop/crouch and reach/handle.
7. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.