

UNION SCHOOL DISTRICT

CLASS TITLE: LEAD CUSTODIAN

BASIC FUNCTION:

Under the direction of a site Principal and the Supervisor of Maintenance & Operations, lead assigned custodians in performing custodial activities at an assigned middle school site; assure buildings, facilities and adjacent grounds areas are maintained in a clean, orderly and secure condition; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Custodial:

Perform routine custodial duties at an assigned site during an assigned shift to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

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 clean furniture, light fixtures and woodwork; clean whiteboards; empty and clean waste receptacles and pencil sharpeners; and clean and adjust shades or blinds.

Clean, scrub and disinfect student and staff restrooms; wash windows and interior and exterior walls; wipe 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; perform general grounds maintenance work as assigned by the position; participate in maintaining compliance with the recycling program.

Set-up and take down tables and benches for lunch, daily.

Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes, unplugging toilets and sinks and changing fuses.

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.

Assure security of facilities during assigned hours; lock and unlock gates, doors and windows; turn alarms on or off according to established procedures; monitor facilities for vandalism and safety and fire hazards and report to appropriate personnel.

Move and arrange furniture and equipment on a limited basis; set up facilities for special events and meetings.

Raise and lower the flag.

Regularly check playground equipment for safety and report status **where applicable**

Will be called upon to clean bodily fluids such as: blood, vomit, urine and feces.

During the summer may be assigned as a member of a team to clean multiple sites.

May be called upon to perform overtime in case of emergencies.

Attend mandatory trainings as required by your position.

Lead:

Lead assigned custodian(s) in performing custodial activities at an assigned school site; coordinate custodial functions to meet District needs; assist in establishing custodial time lines and priorities; assure related activities comply with established standards, policies and procedures.

Train and provide work direction and guidance to assigned personnel; arrange employee work schedules and assign daily duties to custodial personnel as required.

Respond to requests for setting up classrooms, cafeterias, auditoriums and media centers for special events and delegate work to custodial staff; move and arrange furniture and equipment as required; coordinate activities in preparation for facility use by outside agencies; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; clean up furniture, equipment and debris following these events.

Monitor inventory levels of custodial supplies as required; order, receive and maintain inventory of custodial supplies as assigned.

Report safety, sanitary and fire hazards to appropriate personnel; remain on call and respond to emergency custodial requests as needed.

Oversee and participate in the thorough cleaning and restoration of campus facilities during vacation periods as required.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain various records related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE OF:

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 District buildings in a safe, clean and orderly condition;
Principles of training and providing work direction;
Basic inventory methods and practices;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy;
Appropriate safety precautions and procedures;
Record-keeping techniques;

Proper lifting techniques; and
Material Safety Data Sheets (training provided if necessary).

ABILITY TO:

Lead assigned custodians performing custodial activities at an assigned middle school site to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition;
Assure buildings, facilities and adjacent grounds areas are maintained in a clean, orderly and secure condition;
Train and provide work direction and guidance to assigned personnel;
Assign employee duties and inspect completed work for accuracy;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Use cleaning materials and equipment in a safe and efficient manner;
Operate and maintain a variety of custodial equipment;
Move and arrange furniture and equipment;
Observe and report safety hazards and need for maintenance and repair;
Observe health and safety regulations;
Meet schedules and time lines;
Maintain various records related to assigned activities;
Use various cleaning materials and methods;
Learn and apply appropriate safety precautions and procedures;
Learn and apply proper lifting techniques;
Inspect and assure the security of facilities during assigned shift;
Perform minor non-technical repairs;
Understand and follow oral and written directions;
Establish and maintain cooperative work relationships with those contacted during the performance or required duties, including school personnel, students, parents and the community;
Effectively prioritize daily/weekly/monthly tasks;
Effectively work as a member of a team;
Model appropriate behavior around and interact appropriately with preschool and school age children; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient education and experience to demonstrate the knowledge and abilities listed above and a good work history demonstrating reliability and the ability to work independently. Four years experience performing custodial duties preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Motor Vehicle Operator's License may be required
Copy of DMV Report – to evidence satisfactory driving record
First Aide and/or CPR (may be required; training will be provided)
Pre-employment Physical

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Seasonal heat and cold, humidity and rain or adverse weather conditions
Subject to fumes, dust and odors

Wear appropriate safety equipment such as gloves, masks, closed toe shoes, safety glasses

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and instructions;

Ability to conduct verbal conversation;

Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk;

Climb slopes, stairs, steps and ladders;

Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;

Lift up to 50 or more pounds frequently;

Carry up to 50 or more pounds frequently;

May sustain heavy physical effort for 8 hours;

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;

Ability to work in a safe and effective manner in the following: at various elevated heights on ladders, roofs, and in restricted spaces, with a variety of chemical agents without allergic reaction; and

Demonstrate manual dexterity necessary to perform fine motor skills during custodial maintenance procedures and operate both manual and power hand tools, operate a variety of powered equipment and tools commonly associated with janitorial, custodial and minor building maintenance services.

HAZARDS:

Exposure to cleaning agents and chemicals

Exposure to blood borne pathogens

Exposure to bodily fluids

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.