

## **LEAD CUSTODIAN**

### **Definition:**

To perform and be responsible for the general cleaning and custodial functions at a large or major school, office or building facility and to perform related duties as assigned.

### **Distinguishing Characteristics:**

This job class exercises responsibility for the general cleanliness, safety and security of a large school, office or building facility. This position is the lead worker level in the custodial series. The Lead Custodian class is distinguished from the Custodian in that the Lead Custodian class gives direction to the Custodian.

### **Supervision Exercised and Received:**

Employees in this class receive limited supervision from Director, Operations or designee or Site Administrator or designee within a framework of standard policies and procedures. May serve as lead worker to one or more custodians.

### **Examples of Duties and Responsibilities:**

Duties and responsibilities may include, but are not limited to, the following:

- Performs and exercises responsibility for the general janitorial and custodial functions at a large/major site location;
- Orders needed supplies, materials and equipment needed for custodial functions;
- Serves as lead worker to other custodial staff, which includes working with his/her supervisor to prepare work schedules for the custodial staff and directing and reviewing their work for compliance to established standards;
- Informs supervisor of potential problems with custodial staff in a timely manner;
- Directs visitors as necessary;
- Cleans classrooms, restrooms, lunch rooms, offices and related facilities;
- Sweeps, mops, strips, scrubs, waxes and polishes concrete, vinyl tile and wood floors;
- Vacuums and shampoos mgs and carpets;
- Dusts furniture; empties and cleans trash receptacles;
- Cleans walls, furniture, windows, woodwork, chalkboards, lockers and other equipment
- Cleans door and window glass and drinking fountains;
- Washes, scrubs and disinfects restrooms;
- Picks up paper and debris; rakes, sweeps and waters grounds and cleans walkways and entrances;
- Locks and unlocks doors and gates to ensure security of buildings, offices and related areas;
- Operates cleaning equipment such as vacuum, floor stripper, floor cleaning and polishing machines, etc.;
- Replaces light bulbs and makes minor repairs or adjustments as needed;
- Assists in the set up and arrangement of furniture and facilities for meetings and other special events daily to include arranging chairs, desks, equipment, etc.; including using a computerized room reservation booking system;
- Responds to emergency cleanups, such as spills;
- Mows, rakes, weeds and performs similar grounds work occasionally;
- Takes appropriate measures to safeguard school property, including reporting & safety, sanitary and/or fire hazards and needed repair work to appropriate authority and supervisor;
- May make deliveries;
- Performs related duties as assigned.

### **Employment Standards:**

Knowledge of:

- Modern cleaning methods, materials, tools and equipment;
- Quantities of materials needed for custodial work;
- Safe use and operation of equipment and chemicals used in janitorial and custodial work;
- Safe work practices, including Bloodborne Pathogens protocols;
- Basic computer skills, including email and room reservation software.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources;
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files;
- Read and understand English at a level required to safely perform job duties;
- Maintain an orderly work environment and perform tasks in prescribed and safe manner;
- Maintain and improve professional skills and knowledge;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Be flexible and receptive to change;
- Safely use cleaning agents, materials and equipment with skill and efficiency;
- Understand and apply principles, techniques and procedures required for effective job performance;
- Direct and coordinate the work of others in a lead capacity;
- Maintain calmness and patience in stressful situations;
- Understand and follow both oral and written instructions; communicate effectively in both oral and written forms;
- Perform minor maintenance and repair work on building, fixtures and equipment;
- Meet the physical requirements necessary to safely and effectively perform assigned duties.

**Education and Experience:**

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Experience:

- At least three years of increasingly responsible custodial experience.
- Prior experience as a lead custodian is desirable.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Note -Terms used in this section are defined as follows: Rarely: 1 to 10%; Occasionally: 11 to 33%; Frequently: 34 to 66%; and Continuously: 67 to 100% of the workday.

Sitting:	Occasionally
Standing/Walking:	Continuously
Waist Bending:	Frequently
Neck Bending:	Frequently
Squatting:	Rarely
Climbing:	Rarely
Kneeling:	Rarely
Crawling:	Rarely
Neck Twisting:	Continuously

Waist Twisting:	Continuously
Pushing/Pulling:	Continuously – up to 75 lbs. at a time
Reaching:	
Above Shoulder:	Occasionally
Below Shoulder:	Continuously
Lifting/Carrying:	
0-10 lbs:	Frequently – weights moved up to 100 yards at a time
11-25 lbs:	Occasionally – weights moved 20 to 30 feet at a time
26-50 lbs:	Occasionally - weights moved 20 to 30 feet at a time
51-75 lbs:	Occasionally – often <i>with assistance</i> - weights moved several feet at a time
Hand Activities:	
Repetitive Hand Use:	Frequently to Continuously
Simple Grasping:	Frequently
Power Grasping:	Occasionally to Frequently
Fine Manipulation:	Rarely
Hand and Arm Twisting/Turning:	Frequently
Computer Operation/Writing:	Rarely to Continuously, depending on assignment

- Must have normal (20/20) vision, corrected or uncorrected, sufficient to read printed materials, adjust focus, and perceive distances and depth.
- Must have sufficient mobility to stoop, reach, climb, kneel, and move about to perform job duties.
- Must be able to communicate with staff, students, and parents quickly, accurately, and effectively in routine conversational situations to be aware of safety, cleanliness, and maintenance issues around the school.
- Must be able to express self clearly and effectively with staff about safety and health issues in the midst of a busy and often noisy environment.
- Must be able to detect visual and non-visual warning signs of equipment malfunction and other possibly hazardous conditions in the work environment.
- Must be able to discern spontaneous warnings and other communications from staff and supervisors in emergency situations.
- Must be able to exchange information about tasks and duties effectively and accurately with supervisors and staff.

**Work Environment:**

The following conditions may be present:

- Exposure to fumes from cleaning solutions, floor strippers, and waxes; dust, dirt, and moisture; temperature variations and weather conditions when outdoors; occasional work at heights; and biohazards when cleaning restrooms and cleaning up bodily fluids.
- May be required to wear a respirator.
- May use a golf cart for traveling on school grounds.
- Walking on uneven ground when outdoors.

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.