

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD CUSTODIAN

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations or designee, oversee and participate in a variety of cleaning and custodial maintenance activities at an assigned school or district site; perform routine custodial activities and maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and schedule custodial services at the school site and perform or lead the work of others in performing a variety of custodial tasks.

Provide work direction to assigned staff; assist in training and provide evaluation input of regular staff and student assistants.

Monitor inventory levels of instructional and custodial supplies; order, receive, store and distribute instructional and custodial supplies and materials as directed.

Lead and participate in the cleaning and sanitizing of restrooms, showers, locker rooms, shops, cafeterias, gymnasiums, offices and related facilities; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; unclog drains and toilets.

Sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets.

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

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

Coordinate the use of school facilities by community organizations and outside groups; plan and coordinate custodial work as necessary to prepare facilities for special events; move and arrange furniture and equipment.

Raise and lower flags; unlock and lock doors and gates, assuring facilities are properly secured; set

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alarms as appropriate.

Lead and participate in thorough cleaning and restoration of campus facilities during school vacation periods.

Communicate with personnel, outside agencies and others to exchange information and resolve issues or concerns.

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

Maintain various records related to facility usage, inventory and assigned activities.

OTHER DUTIES:

Perform minor maintenance and repairs in coordination with the Maintenance and Operations department.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

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.

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

Appropriate safety precautions and procedures.

Proper methods of storing equipment, materials and supplies.

Oral and written communication skills.

Record-keeping techniques.

Principles of training and providing work direction.

Proper lifting techniques.

ABILITY TO:

Oversee and participate in a variety of cleaning and custodial maintenance activities.

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

Estimate quantity and types of supplies needed.

Understand and follow oral and written instructions.

Move and arrange furniture and equipment.

Operate assigned custodial equipment.

Observe health and safety regulations.

Perform minor non-technical repairs.

Observe and report need for maintenance and repair.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records related to work performed.

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Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Two years of custodial work 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.

Ability to see to perform custodial duties.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

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.

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