



Sequoia Union High School District

Job Description

JOB TITLE:	Lead Custodian
REPORTS TO:	Plant Manager
CLASSIFICATION:	Classified
SALARY SCHEDULE:	12.5
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	11/5/97

DEFINITION

Under general supervision, to provide lead direction to a group of custodians at a school site; to perform the duties of a Custodian; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a lead level of classification with responsibility for overseeing a group of custodians on swing shift, and performing all of the duties of a custodian. This classification is distinguished from the next higher level of Plant Manager, which is a full supervisory classification.

EXAMPLES OF DUTIES

- Assigns work to custodians and relays special instructions from supervisory personnel, such as setting up furniture for special events; coordinates adjusting of routes for sick leave coverage; assists the supervisor in planning and adjusting custodial routes;
- Oversees and coordinates work;
- Checks completed work of custodians and directs corrections;
- Provides training and instruction to custodians on work procedures, use of machinery, mixing and use of cleaning solutions, and special aspects of assigned routes;
- Monitors and enforces safe working practices; explains safe lifting techniques, and use of protective gear;
- Provides input to supervisory personnel on employee work habits and effectiveness;
- Identifies and executes appropriate courses of action in response to non-routine events; contacts supervisory personnel in the event of emergencies;

- Observes conditions of facilities and notifies supervisory personnel of needed repairs or maintenance;
- Maintains records related to work performed by the crew;
- Performs limited maintenance and repair such as unclogging toilets, replacing lights, replacing dispensers, changing air filters, and related unskilled repairs;
- Orders standard custodial supplies;
- Performs all of the duties of a Custodian, with responsibility for an assigned route(s).

QUALIFICATIONS

Knowledge of:

- General custodial practices and procedures.
- Proper use of janitorial equipment.
- Cleaning compounds and supplies.
- Special equipment used for floor maintenance.
- Safe working practices and precautions for working with cleaning compounds and cleaning up bodily fluid spills.

Skill in:

- Providing instructions; directing, monitoring and reviewing work; and training employees.
- Maintaining basic records.
- Using cleaning products and chemicals for floor care and maintenance.
- Properly stripping, waxing and buffing floor surfaces.
- Reading and understanding labels on custodial supplies and chemicals.
- Selecting and using appropriate tools and equipment for various custodial duties.
- Applying cleaners and disinfectants appropriately.
- Using gloves and other protective equipment for personal safety.
- Working independently, and following oral and written instructions.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of sufficient formal and/or informal education to ensure successful job performance, and one year of experience in custodial work.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Working in exposure to cleaning solutions, disinfectants, chemicals, bacteria, and bodily

fluids;

- Lifting, pushing and pulling equipment weighing up to 75 pounds (floor buffer);
- Manual dexterity to operate cleaning equipment and manipulate objects;
- Walking, standing, stooping, kneeling, reaching and climbing stairs;
- Working on ladders to clean windows;
- Speech and hearing sufficient to give and receive instructions and information;
- Working swing shift.