



PERSONNEL COMMISSION

Class Code: 0205
Salary Range: 17 (C1)

LEAD CUSTODIAN

JOB SUMMARY

Under general supervision, lead a small crew in performing specialized custodial projects; oversee and participate in custodial activities at assigned school site(s) or other assigned District facilities; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; train and provide work direction and guidance to assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets. **E**
- Train and provide work direction and guidance to assigned personnel; assist in the scheduling of staff on assigned shifts; serve as supervisor in the absence of the supervisor as assigned. **E**
- Clean classrooms, restrooms, cafeterias, kitchens, lounges, offices and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed. **E**
- 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 and tile; unclog drains and toilets. **E**
- Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school buildings. **E**
- Replace light bulbs and tubes, clean chalkboards and erasers and empty pencil sharpeners; clean tables, chairs, walls, windows, blinds and floors. **E**
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate. **E**
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, two-way radio and other equipment as assigned; drive a District or personal vehicle to various District sites to conduct work. **E**
- Move and arrange furniture and equipment; dust and polish furniture and woodwork; perform minor repairs to furniture and equipment as needed. **E**
- Prepare classrooms, multi-purpose rooms and other facilities or areas for special

events or meetings as assigned; 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. ***E***

- Report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority; assure safety of custodial activities. ***E***
- Perform emergency shut off of major utility services; operate emergency generators as necessary. ***E***
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods. ***E***
- Maintain routine records related to assigned activities; operate a variety of office equipment including a computer and assigned software. ***E***
- Remain on call for emergency custodial needs as assigned.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Lead Custodian is in charge of the custodial work at a school when the regularly assigned custodial supervisor is not present or leads a small crew performing special cleaning of specified areas such as kitchens and lavatories at school sites. The work assignment is usually on a swing or graveyard shift or may include a weekend schedule. Incumbents assigned to the Child Development Centers (CDC) lead and participate in performing custodial activities at Child Development Center (CDC) facilities throughout the District.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Principles of training and providing work direction.

Proper methods of storing equipment, materials and supplies.

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

Appropriate safety and sanitary precautions and procedures.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Proper lifting techniques.

Ability to:

Lead a small crew in performing specialized custodial projects.
Oversee and participate in custodial activities at assigned school site(s) or other assigned District facilities.
Maintain District buildings and adjacent grounds in a clean, orderly and secure condition.
Train and provide work direction and guidance to assigned personnel.
Use cleaning materials and equipment in a safe and efficient manner.
Operate a variety of custodial equipment.
Maintain tools and equipment in clean working order.
Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Perform minor non-technical repairs.
Operate a variety of office equipment including a computer and assigned software.
Understand and follow oral and written directions.
Observe safety and sanitary precautions and procedures.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

Education and Training:

Graduation from high school or equivalent.

Experience:

One year of custodial experience. Experience in a lead or supervisory capacity is desirable.

Any other combination of education, training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification assigned to the Child Development Centers (CDC), Operations or Nutrition Services departments require the use of a personal automobile and possession of a valid California Class C driver's license and are required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

Some incumbents in this class may be assigned to weekend schedules.

WORKING ENVIRONMENT

Indoor and outdoor work environment.
Driving a personal or District vehicle to conduct work.
Regular exposure to fumes, dust and odors.
Exposure to cleaning agents and chemicals.
Working on ladders.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by the 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.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Revised: 10/24/2002
Revised: 11/16/2006
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