

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: LEAD CUSTODIAN

Classification: Range 33

BASIC FUNCTION:

Oversee and participate in the custodial maintenance and special projects at an assigned site; perform minor maintenance and repairs to equipment and facilities; train and provide work direction to assigned custodial staff. Provides work direction to staff in the custodial department under the supervision of the site administrator and assists in the evaluation of their performance.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Train and provide work direction and guidance to assigned custodial staff; prioritize and schedule work; monitor work performed; analyze needs and implement an effective custodial program; respond to emergency situations as necessary.

Participates in the selection of new custodians at their school site.

Maintain records and prepare reports, including custodial supply orders and equipment information data; provide input in the budget preparation.

Sweep, sanitize, scrub, dust and clean offices, hallways, workshops, restrooms, classrooms, cafeterias, auditoriums, libraries, multi-purpose rooms and stairways.

Strip, mop, wax and clean/refinish floors.

Vacuum rugs; empty and wash trash containers; replenish paper and soap dispensers.

Clean walls, furniture, woodwork and equipment.

Wash windows, walls and woodwork; remove graffiti as assigned.

Clean erasers, whiteboards, chalkboards, desks, cabinets, shelves and window sills.

Sweep sidewalks and curbs; pick up trash and debris from school grounds.

Set up tables and chairs, furniture and equipment.

Check, replace and deliver supplies and equipment.

Lock and unlock buildings, gates, windows and facilities; turn off lights and alarms; raise and lower flags.

Operate floor maintenance machines, vacuum cleaners and other custodial equipment; maintain equipment in proper condition.

Monitor assigned areas to prevent vandalism and theft; report vandalism and damage to school facilities according to appropriate procedures.

Replace light bulbs and perform minor repairs to fixtures and custodial equipment as necessary.

Check for broken locks and broken glass and report need for repair to appropriate personnel.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.

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

Cleaning equipment, tools, materials and supplies used in custodial work.

Health and safety regulations.

Estimate quantity of materials needed.

Principles of training and providing work direction.

Record-keeping techniques.

ABILITY TO:

Learn cleaning methods and proper care of equipment.

Perform heavy physical labor.

Read and understand cleaning and chemical labels.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

Prioritize and schedule work.

Complete work with many interruptions.

Lift, carry, push and pull heavy objects up to 50 lbs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and responsible experience in custodial and general maintenance work.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Incumbents in this class may be required to respond to emergency calls.

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching.

Carrying, pushing or pulling custodial equipment.

Lifting moderately heavy furniture and equipment.

HAZARDS:

Exposure to cleaning chemicals

Fumes from paints and solvents.

Working at heights.

