

LEAD CUSTODIAN

CL:21

DEFENITION

Under the direction of the Maintenance & Operations Supervisor, the Lead Custodian schedules and coordinates the work of keeping all schools clean and orderly; regularly inspects cleaning stations to ensure proper standards and does job related work as required.

DUTIES

Assigns custodial duties; directs and assists in cleaning of all rooms at the facility, including hallways, gymnasium, restrooms and policing of outside areas, directs and assists in preparation and opening of facilities of school and district activities; ensures proper scheduling of facility use; assigns custodial staff in accordance with use of facilities requests and assigned custodial schedules; provides on-the-job assistance, training and instruction to employees on methods and procedures of custodial operations; completes work order requests for major maintenance repair; reviews and places orders for custodial supplies; receives service requests and work orders and arranges service; performs minor maintenance of facilities and equipment; inspect weekly all wheelchair lifts; etc and acts as a chair for safety committee meetings, and provides various other general duties normally assigned an employee who leads the work of others; plans, directs and assists in major cleaning operations during vacation periods. Perform other duties reasonably related to the job class.

MINIMUM QUALIFICATIONS

KNOWLEDGE: Knowledge of cleaning and preserving floors, walls, and fixtures; materials, supplies and equipment used in school custodial work; principles of supervision; Maintenance principles and sanitary methods.

ABILITY: Make minor repairs to building and equipment; Instruct, supervise, and evaluate the work of others; schedule oral and written instructions; work cooperatively with those contacted in the course of work.

EPIERENCE: Three years of Lead (or crew leader) experience in school custodial and/or maintenance work.

EDUCATION: Completion of the twelfth grade or equivalent.

OTHER: Possess a valid California motor vehicle operator's license

NORMAL TERMS OF SERVICES

Eight hours per work day, twelve month per year

IMMEDIATE SUPERVIOR(S)

Supervisor of Maintenance & Operation in Coordination with School Site Principal

REPORTING SUPERVISOR

Supervisor of Maintenance & Operations

REVIEWING OFFICER

Supervisor of Maintenance & Operations