

East Side Union High School District

JOB TITLE: Custodian Lead

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To serve as a lead person for a custodial crew and to perform responsible cleaning and custodial functions at assigned school site or facility. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this job class direct and coordinate the work of others in a lead capacity. Employees in this job class exercise responsibility for the general cleanliness of assigned areas by directing the work of a custodial crew. Employees in this classification perform custodial duties at a lead level of classification.

SUPERVISOR: School/District Administrator

TYPICAL DUTIES

Acts as lead person for assigned custodial crew; plans and assigns work schedules and inspects completed work for compliance to instructions and standards

Performs responsible janitorial and custodial functions at assigned site or facility

Cleans classrooms, restrooms, cafeteria, gymnasiums, offices, and related facilities

Sweeps, mops, strips, scrubs, waxes, and polishes concrete, linoleum, tile and wood floors

Operates and checks boilers and heaters as required

Vacuums and shampoos rugs and carpets

Dusts furniture, empties and cleans trash receptacles

Cleans walls, furniture, windows, woodwork, chalkboards, lockers and other equipment; paints over graffiti

Cleans door and window glass and drinking fountains

ESUHSD: Custodian Lead

Replaces light bulbs

Picks up papers and debris, cleans walkways and entrances

Operates cleaning equipment such as vacuums, floor cleaning and polishing machines, scrubbers, etc.

Ensures security of assigned areas; locks and unlocks doors, windows, and gates; turns security alarms on/off

Directs and assists in the set up and arrangement and/or take down of furniture and facilities for assemblies, lunch, athletic events, meetings and special events to include arranging chairs, desks, equipment, etc.

Requests work orders for major maintenance needs

Performs minor maintenance, repair, and adjustments to buildings, fixtures, furniture, carpet, and equipment

Picks up/delivers parcels, food, and supplies as assigned

Performs the duties of the Head Custodian in his/her absence

Performs related duties as required

EMPLOYMENT STANDARDS

Possession of a valid and appropriate California Driver's License

Knowledge of modern cleaning methods, materials, tools, and equipment

Knowledge of the safe use and operation of equipment and chemicals used in janitorial and custodial work

Knowledge of District policies and procedures related to custodial work

Knowledge of the care and maintenance of custodial and building equipment and tools

ESUHSD: Custodian Lead

Ability to routinely direct and coordinate the work of custodial crew

Ability to understand and follow oral and written instructions in an independent manner

Ability to communicate effectively in both oral and written forms

Ability to safely use and apply custodial cleaning agents, equipment, and materials

Ability to perform minor maintenance and repair work on buildings and equipment as required

Ability to meet the physical requirements necessary to safely and effectively perform required duties

Creation date: 10/85