

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD CUSTODIAN I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform responsible custodial activities independently at an assigned elementary school site or other District facility during a day shift; maintain District buildings and adjacent grounds areas in a clean, orderly and secure condition; inspect the work of evening custodial staff.

DISTINGUISHING CHARACTERISTICS:

The Lead Custodian I classification performs responsible custodial activities independently at an assigned elementary school site or other District facility during a day shift and inspects the work of evening custodial staff. The Lead Custodian II classification oversees, coordinates and performs responsible custodial activities at a secondary school site during an evening shift. Incumbents serve in a lead capacity and train and provide work direction to an assigned custodial crew.

ESSENTIAL FUNCTIONS:

Perform responsible custodial activities independently at an assigned elementary school site or other District facility during a day shift; maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

Confer with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities; adjust work schedules to fit the needs of assigned site; respond to the custodial needs of District staff; drive a vehicle to various sites to respond to emergency calls and pick up and deliver supplies and equipment.

Inspect the work of evening custodial staff and assure compliance with established guidelines and schedules; assign special projects and custodial duties as needed; provide input for performance evaluations as requested.

Requisition custodial supplies in accordance with established procedures; maintain proper inventory levels; issue supplies and equipment to staff.

Assure security of facilities during assigned hours; lock gates, doors and windows; monitor facilities for vandalism and safety and fire hazards and report to appropriate personnel; escort students as needed; raise and lower flags; respond to emergency calls after hours as assigned.

Clean classrooms, offices, cafeterias and other facilities of an assigned site; sweep, scrub and mop floors; vacuum rugs and carpets in classrooms, offices and other work areas; strip, wax and refinish floors; shampoo and spot clean carpets.

Dust and polish furniture, light fixtures and woodwork; clean chalkboards, trays and erasers; empty and clean waste receptacles and pencil sharpeners; clean and adjust shades or blinds.

Clean, scrub and disinfect student and staff restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains.

Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; water lawns and shrubs as assigned by the position.

Move and arrange furniture and equipment; set up facilities for special events and meetings.

Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes, unplugging toilets and sinks and changing fuses; perform minor touch-up painting; identify and report maintenance problems.

Operate and maintain a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner and small power and hand tools; replace belts and bags on vacuum cleaners as necessary; operate a computer and a two-way radio as assigned by the position.

Participate in thorough cleaning and restoration of school plant or District facilities as assigned.

Attend custodial staff meetings as directed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Materials, tools and equipment used in custodial work.

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

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

Safe practices and work methods related to custodial activities.

Proper methods of storing equipment, materials and supplies.

Proper lifting techniques.

Applicable rules, guidelines and regulations related to assigned activities.

Inventory methods.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform responsible custodial activities independently at an assigned elementary school site or other District facility during a day shift.

Confer with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities.

Maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

Learn principles of training and providing work direction to others.

Inspect the work of evening custodial staff.

Assure compliance with established rules, guidelines, regulations and schedules.

Requisition custodial supplies.

Operate and maintain tools and equipment signed in clean working order.

Learn to operate a computer.

Inspect and assure the security of facilities during assigned shift.

Use various cleaning materials and methods.

Perform minor non-technical repairs.

Observe and report need for maintenance and repair.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Prioritize and schedule work.

Work independently with little direction.

Speak, read and write English at a level required for satisfactory job performance.

Perform heavy physical labor.

Walk or stand for extended periods of time.

Move hands and fingers to operate a variety of hand and power tools.

Maintain consistent, punctual and regular attendance.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneel or crouch.

Hear and speak to exchange information.

Climb ladders to replace light bulbs.

See to perform custodial work.

Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: two years of custodial experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Floor-lift 72 pounds and arm-lift 44 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

May drive a vehicle as needed.

Regular exposure to fumes, dust and odors.

Seasonal heat and cold or adverse weather conditions.

HAZARDS:

Cleaning chemicals.

Working around and with machinery with moving parts.

Potential for contact with body fluids.