

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: CUSTODIAN LEAD (District-wide)

Classification: Range 35

BASIC FUNCTION:

Plan, coordinate and monitor custodial operations functions for the District. Oversee and participate in the custodial maintenance and special projects within the district; perform minor maintenance and repairs to equipment and facilities; train and provide work direction to assigned custodial staff. Provide work direction to staff in the custodial department in coordination with the site administrator and assist in the evaluation of district-wide custodians' 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.

Develop and conduct orientation training of new custodial personnel.

Research, evaluate and recommend custodial supplies, materials and equipment for purchase; requisition and order said supplies and materials for District use.

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

Coordinate the development of specifications related to custodial equipment and supplies; work with Purchasing Department on annual custodial bid items.

Participate in the interview and selection of custodial personnel as requested.

Prepare or review paperwork such as requisitions, work orders, invoices, time cards, estimate requests and other necessary paperwork.

Assist in interviews, selection, supervision, and evaluation of custodial staff in accordance with established District policies.

Conduct work distribution studies and prepare verbal or written reports on findings; recommend staffing levels in cooperation with the District Office.

Develop and institute programs designed to assure a high level of cleanliness, appearance and safety.

Use a computer to access and prepare various paperwork, reports, correspondence and forms for both daily operations and special projects.

Coordinate school inspections and recommend actions for improvement with site administrators or other staff members as appropriate.

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.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.
Methods, equipment and supplies used in the custodial care of buildings and related site facilities.
Work planning, organization and scheduling methods.
Industrial safety practices and building health and safety standards.
Principles of training and providing work direction.
Interview and evaluation procedures and practices.
Applicable sections of the State Education Code and other applicable laws.
Applicable regulations regarding hazardous waste collection and disposal.
Operation of computer equipment.

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.
Effectively train, supervise, 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.
Work independently with little direction.
Direct the work of others in performing custodial work.
Counsel employee and/or evaluate work of subordinate personnel.
Communicate effectively both orally and in writing.
Interpret and implement District policy
Analyze situations accurately and adopt an effective course of action.

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, carrying, pushing, or pulling moderately heavy furniture and equipment.

Reaching overhead, above the shoulders, and horizontally.

Standing for extended periods of time.

Walking over rough and uneven surfaces.

HAZARDS:

Exposure to cleaning chemicals

Fumes from paints and solvents.

Working at heights.

Board Approved: August 9, 2012

Board Approved: August 8, 2013