

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
LEAD CUSTODIAN

DEFINITION:

Under direct supervision of the Supervisor of Maintenance, this position is responsible to provide students and employees with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, develop, and work. Lead position also provides for coordination of custodial supplies and services.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Keep building and premises, including sidewalks, neat and clean at all times.
- Sweeps or vacuums classrooms daily and dusts furniture.
- Scrubs and disinfects restrooms, floors, work tables, student desks, fixtures, and drinking fountains daily.
- Washes all windows on both the inside and outside at least twice each year and more frequently if necessary.
- Keep all floors in a clean and attractive condition and in a good state of preservation.
- Cleans all whiteboards at least once a week.
- Reports immediately to immediate supervisor any damage to property.
- Remains at assigned place during work hours, when the use of the building has been authorized and attendance is required by the immediate supervisor.
- Assumes responsibility for securing the buildings each work day and determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off. Turns off all heating/cooling systems.
- Keeps an inventory of supplies and requisitions replacements through proper channels far enough in advance so that they may be delivered in such time as will not hinder custodial duties.
- Moves furniture or equipment within buildings as required for various activities and as directed by the immediate supervisor and superintendent.
- Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Follows daily and weekly schedule for cleaning offices and/or classrooms.

Lead Responsibilities:

- Responsible for coordinating substitutes for absent universal support workers, and/or custodians. Provides substitute services as needed.
- Establishes priorities, organizes, schedules, coordinates, trains, and participates in the work functions related to custodial.
- Reviews internal custodial requests and coordinates service completion.
- Serves as the liaison between program staff and universal support workers and custodial workers. Works collaboratively with supervisors to meet program needs.
- Responsible for maintaining an appropriate inventory for all custodial supplies.

- Maintains a variety of records as necessary and required.
- Other duties as assigned.
- Drive frequently for department business.

QUALIFICATIONS:

Valid California driver's license and evidence of insurance.

Knowledge of:

- Methods, techniques, supplies, materials, and equipment utilized in school facility and building custodial functions;
- Legal mandates, policies, regulations, and guidelines pertaining to the cleaning of school facilities, office building, and equipment;
- Safe working methods and procedures and safety and training requirements.

Ability to:

- Learn schedules, procedures, and the use of tools and equipment used in custodial work
- Maintain a comprehensive data management, storage, and retrieval system;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Drive department vehicles including pulling a utility trailer hauling equipment;
- Establish and maintain cooperative working relationships.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of custodial experience.

Experience in a school and/or district setting desirable.

Education:

Equivalent to the completion of the twelfth grade, supplemented by advanced training or coursework in the custodial field or a closely related field.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand

tools, and handle and work with various materials and objects are important aspects of this job.

- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent