

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Page 1 of 4
6/22/06

TITLE: LEAD CUSTODIAN

REPORTS TO: Assigned Administrator

JOB GOAL: Work with and lead a crew to maintain buildings, assigned equipment, grounds, and surrounding areas of a school in a clean, sanitary, safe, and orderly manner; and to perform related work as assigned.

QUALIFICATIONS

Knowledge of

1. Modern cleaning and restoration methods, materials, and equipment, including sterilization and sanitary methods.
2. General building maintenance and mechanical repair work.
3. Cleaning chemicals and their proper use.
4. Safe use, maintenance, and operation of equipment and chemicals used in custodial work.
5. Flag courtesy.
6. General principles of supervision and training.
7. Basic English usage, reading, writing, and math at a level necessary to perform assigned tasks.
8. Safety rules and regulations for this position.

Ability to

1. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
2. Work without immediate supervision and monitor the work of others.
3. Exercise independent judgment and problem-solving skills.
4. Read, understand and carry out both verbal and written instructions, policies, and procedures in an independent manner.
5. Maintain work schedules in performing tasks.
6. Report the need for maintenance repairs to appropriate authority.
7. Safely use and apply cleaning agents, equipment, and materials.
8. Communicate effectively and tactfully in both verbal and written form.
9. Maintain cooperative working relationships with all District personnel.
10. Follow designated safety regulations associated with this position.
11. Learn and follow the operations, procedures, policies, and requirements for an assigned program or operational unit.
12. Handle all matters in a tactful, courteous, and confidential manner.
13. Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties, and facilities.

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Training and Experience

1. Education equivalent to the completion of the twelfth (12th) grade.
2. Two (2) years experience in cleaning and maintaining building areas; or any combination of training and experience that would likely provide the desired knowledge and abilities.
3. A work history demonstrating reliability and good attendance.
4. One year of team leader, supervisory or management experience desired.
5. First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) Certification desired.

ESSENTIAL FUNCTIONS

1. Assists the assigned administrator in establishing and coordinating the work schedules of on-site custodial staff.
2. Checks in substitute custodians and assign work loads.
3. Communicates daily with site administrator.
4. Make adjustments to work load schedule as needed daily.
5. Assists the assigned administrator on establishing and maintaining a custodial budget.
6. Observes and reports the need for maintenance repairs to the appropriate department.
7. Maintains, operates, and trains others in the fundamental use of custodial equipment.
8. Maintains inventory of custodial supplies and equipment using district approved software.
9. Keeps buildings and premises, including sidewalks, driveways, fields, and play areas neat, clean, and safe at all times.
10. Sweeps, scrubs, dusts, and otherwise cleans areas such as classrooms, restrooms, showers, locker rooms, shops, cafeterias, libraries, auditoriums, multi-purpose rooms, stairways, gymnasiums, kitchens, offices, and related facilities.
11. Vacuums rugs and carpets, dusts furniture, empties and cleans trash receptacles.
12. Cleans walls, blackboards, dry-erase boards, furniture, windows, and woodwork.
13. Inspects custodial equipment for hazards and needed repairs, makes minor repairs.
14. Operates cleaning equipment, such as vacuums, floor cleaning and polishing machines, scrubbers, etc.
15. Locks and unlocks doors and gates to ensure security of buildings and related areas.
16. Sweeps, mops, scrubs, waxes, refinishes, and polishes concrete, linoleum, tile, and wood floors, door panels, and hand railings.
17. Assists in set-up of buildings and rooms for meetings and special events upon request to include arranging chairs, desks, equipment, etc.
18. Moves furniture, file cabinets, boxes, and other items as assigned.
19. Performs emergency clean-up resulting from breakage, vandalism, spills, clogged drains, or illness.
20. Cleans door and window glass and drinking fountains.
21. Follows District Policies and procedures.
22. Sets up and monitors after school activities and civic center events and assigns set-up to others as necessary.
23. Replaces lights and makes minor maintenance repairs.
24. Picks up papers and debris, cleans walkways and entrances.
25. Resets school clocks and bells per schedule.
26. Assists in routine safety and site inspections.
27. Operates computers and uses applicable software.
28. Performs other related duties as assigned.

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This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possess and maintain a valid state of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and instructions.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift and/or carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
7. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
8. Able to sustain strenuous manual labor for four (4) to six (6) hours.
9. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
10. Able to use respirators, for personal protection, up to:
four (4) hours per day, strenuous physical effort,
six (6) hours per day, moderate physical effort,
eight (8) hours per day, light physical effort.
11. Able to work at various elevated heights in a safe and effective manner.
12. Able to work in a wide range of temperatures.
13. Able to work in restricted spaces in a safe and effective manner.
14. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
15. Able to work with chemical agents in a safe and efficient manner without allergic reaction.
16. Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner.
17. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will complete the evaluation.

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Page 4 of 4
6/22/06

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Approved by:

Board of Education

Date:

06/22/06

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**