

JOB TITLE: ***LEAD CUSTODIAN/MAINTENANCE PERSON***

JOB SUMMARY:

Lead Custodian is responsible for overall maintenance and operations at the school sites, coordinates and performs cleaning and custodial functions at assigned site(s) and coordinates and performs routine grounds-keeping and maintenance duties in the upkeep of District buildings and facilities. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

SUPERVISOR: Manager of Maintenance and Operations in consultation with Principal

TYPICAL DUTIES:

1. Identifies and follows through on maintenance and preventative maintenance needs at the site.
2. Maintains clean and orderly physical conditions at the site.
3. Performs regular safety checks and corrects safety problems.
4. Schedules and coordinates the work of other custodial staff, in consultation with the Principal and the Manager of Maintenance and Operations.
5. Monitors the work of other custodial staff, in consultation with the Principal and the Manager of Maintenance and Operations.
6. Performs responsible janitorial and custodial functions at assigned site(s).
7. Cleans classrooms, rest rooms, cafeteria, multipurpose rooms, libraries, offices, and related facilities.
8. Sweeps, mops, scrubs, waxes, vacuums, and shampoos carpets and floors.
9. Cleans walls, furniture, windows, woodwork, chalk boards, chalk trays, and light covers.
10. Empties, cleans and lines trash receptacles.
11. Dusts furniture, window sills, and shelves.
12. Responds to emergency cleanups such as spills and clogged drains.
13. Performs maintenance and repair to buildings, fixtures, and equipment; adjust shades/blinds and desks; assembles furniture.
14. Performs routine groundskeeping duties as assigned, which may include mowing, weeding, and watering lawn.
15. Checks and refills towel, toilet paper and soap dispensers.
16. Raises/lowers flags; sets up takes down playground equipment.
17. Performs painting; replaces lights.
18. Picks up papers and debris; cleans walkways and entrances.
19. Operates equipment such as vacuums, floor cleaning and polishing machines, scrubbers, steam cleaners, lawn movers and trimmers.
20. Locks and unlocks doors, windows, and gates to ensure security of buildings and related areas; turns alarms on/off.

JOB TITLE: ***LEAD CUSTODIAN/MAINTENANCE PERSON***

21. Sets up and arranges furniture and facilities for assemblies, lunch meetings, and special events as assigned.
22. Inspects areas and grounds for vandalism, damage, and sanitary and safety hazards.
23. Reports hazards to appropriate authority and prepares work orders for major repairs as needed.
24. Performs a variety of general maintenance tasks during summer months including painting, light electrical work, carpentry, and plumbing as assigned.
25. Participates in the major cleaning of sites/buildings during summer and/or other recess periods.
26. Checks mechanical and electrical systems.
27. Maintains security and vandalism control of the school.
28. Adjusts work schedule to fit needs of Principal and school.
29. Serves as substitute bus driver (see Bus Driver job description) as required.
30. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Possession of currently valid Class B Driver's License, Air Brake Endorsement, Passenger Endorsement, California Special Certificate, First Aid Certificate, and Department of Transportation DL-51 (Medical) Certificate; plus all other legal requirements by law or regulation.

Knowledge of:

- Modern cleaning methods, materials, tools, and equipment associated with custodial work;
- Routine groundskeeping methods and practices;
- The safe use and operation of equipment and chemicals used in custodial and groundskeeping work;
- The care and maintenance of custodial and groundskeeping equipment and tools;
- Safe driving practices;
- California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students;
- Methods of maintaining order in a diplomatic manner;
- Knowledge of first aid practices.

Ability to:

- Plan, organize and carry out details of a work schedule;
- Understand and follow oral and written instructions in an independent manner;
- Communicate effectively in both oral and written forms;
- Safely use cleaning agents, equipment, and materials;

JOB TITLE: ***LEAD CUSTODIAN/MAINTENANCE PERSON***

- Keep simple records;
- Perform general gardening and custodial work;
- Meet the physical requirements necessary to safely and effectively perform required duties;
- Estimate quantity of materials and supplies needed;
- Drive a school bus and other automotive equipment safely and efficiently;
- Maintain order among students on a school bus;
- Understand and carry out directions;
- Maintain simple records;
- Recognize malfunctions in equipment and take appropriate action;
- Speak, read, and write English at a level required for satisfactory job performance;
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties;
- Maintain positive relationships with staff, students, and community.

EXPERIENCE:

- Three years' experience as a custodian for a similar public or private agency is desired;
- Experience, with a safe record, driving a school bus or equivalent passenger transportation vehicle

EDUCATION:

An educational level enabling the employee to have the knowledge and abilities listed above is required. Graduation from high school (or equivalent) and training in the safe use of cleaning equipment and materials is required.

MEDICAL CATEGORY III

Heavy Physical Effort

1. Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
2. Requires great physical demand for strength and endurance, involving heavy physical exertion.
3. Ability to lift over 50 lbs and carry any object weighing up to 25 lbs on a continuous basis.