



JOB TITLE: LEAD CUSTODIAN

Classification: Classified
Salary Range: 24

Retirement Type: PERS*
Board Approved: November 20, 2006

BASIC FUNCTION:

Under the direction of an assigned supervisor, maintain assigned buildings, rooms or office space in a clean and orderly condition. Assist the Operations/Custodial Supervisor by providing work direction to staff. Identify supplies and equipment that need to be ordered and maintained.

REPRESENTATIVE DUTIES:

Assist the supervisor in training and providing work direction to custodial personnel.

Sweep, scrub, mop and wax floors, vacuum rugs and carpets.

Dust and polish furniture and woodwork.

Empty and clean waste receptacles.

Clean and dust restrooms, wash windows and walls and hardware.

Polish metal and porcelain fixtures and areas.

Maintain equipment and materials.

Ability to use common electrical cleaning equipment.

Knowledge of safe work practices, proper use and knowledge of hazardous materials (MSDS) and their storage.

Assist in cleaning kitchens and snack bar equipment.

Assist in moving and arranging furniture and equipment, set-up auditorium or classrooms for special events or meetings.

Adjust shades and blinds; adjust desks and other related material and furniture.

Clean and pick up paper and trash on grounds, patios and courts.

Assist maintenance crews performing painting, carpentry or other maintenance work as assigned.

Assist the supervisor in ordering and maintaining supplies, equipment and materials related to custodial duties and assist in inventorying supplies and equipment.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Two years of custodial experience. Relevant experience in a large institutional setting and supervisory classes or training is desirable.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Basic methods of cleaning and preserving floors, walls and fixtures.

Basic cleaning materials, disinfectants and equipment used in custodial work.

Common cleaning tools and their uses.

Safe work practices.

Safe use and storage of hazardous and toxic substances.

Abilities/Skills:

Perform a variety of duties related to custodial work.

Maintain inventory of custodial supplies and equipment in an orderly condition.

Train and provide work direction to others.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Establish and maintain a cooperative and effective working relationships with others.

Meet schedules and timelines.

WORKING CONDITIONS:

Carry and lift heavy objects.

Extreme fluctuations between indoor and outdoor temperatures.

Use of arms, legs and back to regularly push, pull, carry or lift objects up to 75 lbs.

Dexterity of hands and fingers to operate equipment.

Stand for extended period of time.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneeling or crouching.

May lift items up to 75 lbs.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.