JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274

Lead Custodian
Revised 7/11

DEFINITION

Under the supervision of the Maintenance and Operations Supervisor, plans and schedules work assignments, and provides supervision to other campus custodians as well as keeps an assigned group of rooms or facilities clean and orderly; train and provide work direction to custodial staff as assigned; and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Supervises the custodial maintenance of the schools/sites and provides direction to custodians. E
- Prepares work schedules for personnel under supervision and coordinates cleaning assignments as needed. E
- Inspect facilities and grounds and contact proper authority if fire, safety, or other related problems occur. E
- Perform custodial duties according to schedule. E
- Cleans restrooms, dressing rooms, shower roomers, classrooms, and common areas. E
- Stocks toilet and sanitary supplies. E
- Vacuums, sweeps and mops floors. E
- Dusts and polishes furniture and word work. E
- Empties and cleans waste receptacles. E
- Washes windows and walls. E
- Polishes metal work; and takes care of equipment and materials. E
- Demonstrate proper and safe use of materials. E
- Coordinate the set-up and preparation of rooms for special events and needs. E
- Reports needed repair work to proper authorities. E
- Assist in ordering and maintaining custodial and floor care materials and supplies as assigned. E
- Maintain a variety of records as required, such as inventory distribution and cleaning inspections. E
- May utilize a computer or computer terminal as assigned. E
- Performs minor repairs to building fixtures and equipment. E
- Operates and checks low pressure boiler, lights, gas heaters, and other similar items. E
- Waxes and refinishes floors and shampoos carpets. E
- Pick up paper and other debris from grounds and buildings. E
- May be required to perform miscellaneous maintenance work such as touch up painting. E
- Operate a variety of district vehicles and equipment. E
- Move and/or re-arrange furniture, chairs, desks, tables, etc. E
- Assure security of buildings and grounds during assigned times. E
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education
High School Diploma or equivalent

Experience
Three years of experience as a custodian

Licenses and Other Requirements
DOJ and FBI fingerprint clearance
Negative TB test within the last four years

California Valid Driver's License

KNOWLEDGE AND ABILITIES

Knowledge of
- Modern cleaning methods including basic methods of cleaning chalk and white boards, carpets, furniture, walls and fixtures.
- Proper methods, techniques, materials, disinfectants, tools and equipment used in modern custodial work.
- Interpersonal skills using tact, patience, and courtesy.
- Product labels/instructions for safe and appropriate use.
- Read and understand Materials Safety Data Sheets (MSDS).
- Record keeping techniques.
- Safety best practices and work methods.
- Proper lifting techniques.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Oral and written communication skills.
- Basic fire, safety and security regulations for school facilities.
- Safe and defensive driving practice and methods.

Ability to
1. Plan, coordinate and perform custodial work.
2. Use and instruct others in the proper usage of cleaning equipment and materials.
3. Maintain an assigned school site, group of buildings or office space in a clean, orderly, and secure manner during an assigned shift.
4. Use common cleaning materials and equipment in a safe and efficient manner.
5. Demonstrate safe work habits and observe all applicable worker safety practices, including the use of required personal protective equipment.
6. Interpret, apply, and explain rules, regulations, policies, and procedures.
7. Operate a variety of custodial equipment.
8. Learn custodial procedures, methods and schedules.
9. Observe and report safety hazards and need for maintenance and repair.
10. Maintain tools and equipment in clean working order.
11. Move and arrange furniture and equipment for meetings and special events.
12. Perform minor repairs.
13. Understand and carry out oral and written instructions/directions.
14. Meet schedules and timelines.
15. Work cooperatively with others.
16. Train, provide work direction, operate computer and maintain records.
17. Order and maintain custodial and floor care supplies and equipment.
18. Make appropriate decisions without assistance from immediate supervisor.
19. Perform heavy physical labor.
20. Maintain routine records; such as work orders, equipment and maintenance, chemical applications, cleaning schedules, and overtime assignments.
21. Be motivated to produce high quality work product.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment
- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Regular exposures to fumes, dust, odors, heights, and loud noises.
- Exposure to cleaning agents and chemicals such as disinfectants, graffiti remover, floor stripper, floor wax, propane, paint thinner.

- Direct contact with the public, students, and other district staff.
- Working on ladders at varying heights.

Physical Demands
- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Standing and walking for extended periods of time.
- Clarity of vision at varying distances to perform custodial duties.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Occasional bending, kneeling, and crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights as necessary.

Hazards
- Working with chemicals, tools, and powered machinery.
- Possible contact with blood borne pathogens and /or bodily fluids.