

Job Summary:

The job of Lead Custodian is done for the purpose/s of maintaining a sanitary, safe and attractive facility. The custodian must do assigned routine work and perform other duties as assigned. He/she must be able to perform routine repetitive tasks to completion and resolve immediate concerns.

Essential Functions:

- Coordinates with other staff for the purpose of completing projects/work orders efficiently.
- Directs personnel as assigned for the purpose of maximizing the efficiency of the workforce and meeting shift requirements.
- Orients/trains staff for the purpose of providing necessary information on the proper uses of equipment and supplies and work assignments.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Use of County vehicle.
- Adjusts desks and other furniture for the purpose of ensuring an orderly work environment.
- Arranges furniture and equipment for the purpose of providing adequate preparation for meetings, classroom activities and events.
- Assists in the care and cleaning of kitchens and cafeteria (if appropriate) for the purpose of ensuring the cleanliness and sanitation of the work environment.
- Cleans school facilities (i.e., classrooms, offices, multipurpose rooms, grounds, restrooms) for the purpose of maintaining a sanitary, safe and attractive environment.
- Constructs special equipment for the purpose of employee or teacher usage.
- Dusts/polishes furniture, woodwork and metal for the purpose of ensuring that a clean, well-maintained environment is maintained.
- Makes minor repairs for the purpose of maintaining machines, equipment and buildings in good working order.
- Operates/maintains machinery (i.e., mower, edger, sprayer, hedge trimmer, blower, vacuum, floor polisher, carpet shampooer, truck, tractor, fork lift) for the purpose of maintaining a safe, clean and attractive work environment.
- Orders supplies as needed for the purpose of ensuring all supply needs are met and maintained in an orderly manner.
- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at the work site.
- Sweeps/scrubs/mops/waxes/finishes floors for the purpose of ensuring clean, well-maintained walking surfaces.
- Vacuums rugs, carpets and furniture for the purpose of ensuring a clean, well-maintained environment.
- Washes windows and walls for the purpose of ensuring a clean, well-maintained environment.

Skills, Knowledge and/or Abilities:

Skills to:

- Ensure the cleanliness, safety and security of the building and grounds;
- Use cleaning agents, supplies and equipment;
- Perform basic math to calculate accurate dilution of cleaning agents;
- Operate hand and power tools.

Knowledge of:

- Methods anachi emeaning agenmo

Experience Required:

Three years custodial experience is required.

Education Required:

High school diploma or equivalent.

Certifications, Licenses, Clearances, Testing and/or Bonding Required:

Department of Justice and FBI Fingerprint Response.

Valid CA Driver's License and proof of automobile insurance.

FLSA Status: Non-Exempt

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