

# **Sacramento County Office of Education Job Description**

## **Classification Title: Lead Custodian**

### **DEFINITION**

Under general supervision, serves as a lead performing custodial services during an assigned shift to keep assigned areas clean, orderly, and secure; performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Lead Custodian differs from the Custodian position in the level of responsibility; this is a working lead level. The incumbent provides direction, establishes priorities, assigns tasks, coordinates work projects, and the work of other custodian personnel.

### **DIRECTLY RESPONSIBLE TO**

Appropriate administrator

### **SUPERVISION OVER**

None; however, may provide directions and assign tasks to various staff.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Coordination of Work Projects**

Coordinates the custodial aspects of facilities to ensure assignments are completed in a safe and timely manner; works with site administrators to establish, implement, and monitor cleaning standards, frequency of tasks, levels of service, and staffing; ensures facilities are meeting established levels of service; plans and organizes daily custodial activities; develops and prepares work schedules and adjusts schedules as necessary; prioritizes duties and assignments of custodial staff; coordinates the assignment of substitutes to cover custodial vacancies; organizes and conducts custodial training activities on a regular basis; provides direction and guidance to custodians regarding work methods, practices, and procedures; assists in the development, review, monitoring, and revision of cleaning procedures, standards, and methods to ensure efficiency, cost-effectiveness, and compliance with established regulations, policies, and standards; performs site visits to inspect work for accuracy and compliance with instructions and established standards; assists in the planning, scheduling, and coordination of deep cleaning activities; performs cleaning duties when necessary or assigned.

#### **Sanitation**

Vacuums, sweeps, mops, and spot cleans floors; empties trash from containers both inside and outside and changes trash liners; sanitizes restroom areas and disinfects toilets, urinals, sinks, and drinking fountains; cleans and polishes mirrors, fixtures, and partitions in restroom areas; dusts and polishes furniture; removes cobwebs; cleans and/or disinfects tables, desks, whiteboards, countertops, woodwork, blinds, light fixtures, and vents in classrooms and work areas; spot cleans walls as needed; responds to emergency cleanups such as bodily fluids, spills, and clogged drains; performs routine cleaning of carpets and floors; washes windows on both the inside and outside; performs major indoor and/or outdoor cleaning of walls; performs deep cleaning activities around site meetings and school schedules; moves equipment and furniture when performing above cleaning activities.

#### **Safety/Security**

Inspects buildings and grounds for safety hazards; reports and removes any safety hazards; reads and

interprets safety labels; understands and follows procedures to handle and store chemicals properly; maintains log of Safety Data Sheets (SDS) for assigned site(s); safely set up and use ladders and stepstools; reports any unauthorized visitors; secures gates, doors, windows, and building areas to open and close building sites; turns off lights and sets alarm system prior to leaving the building; disarms alarm system when opening building site.

### **Site Support**

Keeps grounds neat and clean at all times by sweeping walkways, sidewalks, and other areas; may sweep or blow debris from parking lots; removes trash from grounds areas; may maintain lawns and grounds by watering, weeding, pruning, mowing, and fertilizing; assists with and performs minor pest management; assists maintenance workers in minor electrical, plumbing, lighting, furniture, fence, gate, and other related repairs and painting jobs; replaces light bulbs; removes graffiti; identifies and reports the need for major repairs to an administrator; reports and/or repairs damage done to school/site property; replaces water bottles in dispensers; removes recycle materials; arranges tables, chairs, and equipment for meetings or events as needed; raises and lowers flag.

### **Supply/Inventory Control and Distribution**

Requisitions custodial supplies and equipment in a timely manner to ensure adequate supplies and levels are available to perform custodial duties; organizes and stores equipment and supplies; rotates stock and maintains inventory of custodial items; prepares necessary paperwork to order items and maintains records related to inventory and supplies; refills all supplies and paper products in restrooms and lunch/break rooms; distributes requested supplies to staff.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Any combination of training and experience which demonstrates ability to perform the duties as described, including progressively responsible custodial experience. A preferred qualifying background would include prior experience and/or training in custodial work.

### **Knowledge of**

Cleaning materials and methods and the proper use of chemicals and materials in cleaning; safety practices and sanitary procedures; proper lifting techniques; basic mathematical skills to understand ratios for mixing cleaning solutions; rules, regulations, and procedures to properly dispose of hazardous fluids, bloodborne pathogens, and chemicals.

### **Skill and Ability to**

Communicate effectively in both oral and written form; read, understand, and follow instructions, schedules, and safety label directions; effectively use a variety of cleaning materials, supplies, and maintenance equipment in a safe manner; perform minor repairs; work cooperatively and effectively with individuals and teams; work independently with minimal supervision; organize and prioritize tasks to meet cleaning schedules; perform the physical requirements of the position including carrying and climbing ladders, bending, kneeling, reaching, and standing for long periods of time; lift and carry boxes, water bottles, tools, equipment, and materials.

### **Other Characteristics**

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; willingness to work flexible hours.