

**LEAD CUSTODIAN - ELEMENTARY****BASIC PURPOSE OF THE JOB CLASSIFICATION**

To oversee, coordinate, direct and perform a variety of responsible cleaning and custodial work at an assigned District site; to assign, schedule, and review work of other custodial staff; to keep assigned areas in a clean and orderly condition; to work with staff and students in resolving maintenance needs; to be responsible for basic site security during an assigned shift; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Employees in this classification receive general supervision within an established framework of standard policies and procedures. Employees in this classification exercise responsibility for providing lead direction and making work assignments to custodial staff at an assigned District site.

**REPORTS TO**

Site Principal, Director of Maintenance and Operations and/or, Custodial Supervisor

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(The following information is descriptive and is not restrictive as to duties required)*

- Provides lead direction for a custodial crew, assisting with the planning and assigning of work schedules at an assigned District site.
- Responds to cleaning and maintenance requests from staff and students.
- Inspects completed work for compliance with instructions and established standards.
- Cleans classrooms, restrooms, cafeterias, multi-purpose rooms, libraries, offices, and related facilities.
- Performs a variety of cleaning duties such as sweeping, mopping, and scrubbing floors.
- Unlocks and locks doors and gates and turns lights on and off.
- Cleans, shampoos, and vacuums floors, rugs, and carpets.
- Applies gym finish to wood floors.
- Dusts, waxes, and polishes furniture and woodwork.
- Cleans walls, windows, sills, shelves, boards, trays, light covers, etc.
- Empties, cleans, and lines waste receptacles.
- Replenishes restroom supplies.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Continued)**

- May move and arrange furniture and equipment.
- Operates scrubbers, buffers, waxers, vacuums, and other equipment and machinery.
- Participates in the selection of methods, materials, and procedures to be used in general custodial

maintenance projects.

- Orders custodial supplies and maintains sufficient inventory as needed.
- Inspects assigned facility and grounds for vandalism, damages, and sanitary and safety hazards, reporting hazards to appropriate authority and preparing work orders for major repairs as needed.
- Maintains facility security during a work shift.
- Serves as liaison with District maintenance staff in submitting work orders for major maintenance needs.
- May assist with and perform minor building maintenance work.
- Directs and assists in the set-up and arrangement and/or take down of furniture and facilities for meetings, lunch, athletic contests, and special events.
- Responds to emergency clean-ups, such as spills and clogged drains.
- Loads, unloads, picks-up, and delivers parcels, food, and supplies as assigned.
- Waters grounds as required.
- Assists with performing a variety of general maintenance tasks during summer months under the direction of the Director of Maintenance and Operations , Custodial Supervisor, and ~~Grounds~~, including painting, light electrical work, carpentry, and plumbing.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, office equipment, and furniture; ability to perform heavy physical labor for sustained periods of time; physical ability to lift and move objects weighing up to 50 pounds; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use vacuum cleaners, scrubbers, buffers, and waxing equipment.

### **TYPICAL WORKING CONDITIONS**

Work is performed in a variety of District facilities; some exposure to controlled and hazardous substances and chemicals; some contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Custodial supplies, equipment, and methods.
- Proper materials and methods used in cleaning work.
- Basic hand tools used in routine building maintenance.
- Safe work practices and procedures.
- Care and maintenance of custodial and gardening equipment and tools.

#### **Ability to:**

- Provide work direction and coordinate the work of a custodial crew.
- Clean and care for an assigned area and equipment.
- Follow oral and written instructions.
- Safely use cleaning agents, equipment, and materials.

- Read and write at the level required for successful job performance.
- Recognize and locate conditions which require maintenance and repair work.
- Use and care for tools.
- Work on own initiative without close supervision.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of previous work experience performing custodial work.

**Special Requirements:**

None

Revised: June 18, 2008

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**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

**The Rocklin Unified School District  
Maintains a tobacco-free, drug-free environment**