



Lead Evening Custodian

JOB SUMMARY:

Under general supervision of the Director, Maintenance, Operations and Facilities or designee and in collaboration with the site administrator, provides leadership and support to night, substitute, and summer Custodial staff. Plans, coordinates, provides work direction, and performs duties in conjunction with evening Custodians to ensure structures and surrounding areas are maintained in a clean, sanitary, safe and orderly condition. Trains, instructs, and coaches evening Custodians in proper custodial methods.

CLASS CHARACTERISTICS:

The Custodian is distinguished from the Head Custodian class in that the primary assignment is the cleaning and closing of District offices and school sites during evening hours and that of the Head Custodian is to open, clean and perform other assigned duties at school sites during day hours. The Lead Evening Custodian is distinguished from the Custodian class in that the Lead Evening Custodian is a working leader responsible for assisting the Maintenance and Operations Supervisor with collaboration of the Head Custodian to schedule, assign, inspect, train, and provide work direction to evening custodial staff. This position works late afternoon and evening shift and is required to change regularly assigned shift to work during the day shift for Summer recess periods.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Train, coach, provide leadership, and work direction to assigned evening Custodians;
- Assist Head Custodian in preparing work schedules and coordinating assignments of evening Custodians as needed;
- Travel to various sites to oversee and participate in work of evening Custodians;
- Assist in reviewing and inspecting work of evening Custodians;
- Assure security of District facilities by unlocking and locking of doors, gates, and windows, and turning lighting on/off as appropriate;
- Clean and maintain school facilities (restrooms, classrooms, conference rooms, walls, windows, blackboard/whiteboards, custodial equipment etc.);
- Sweep, mop, scrub, vacuum, wax, various applicable interior and exterior areas and floors, removing gum and spots as needed;
- Collect, dispose of trash, and redistribute waste containers;
- Dust, wash furniture, woodwork, cupboards, counters and other surfaces and areas;
- Replenish supplies in an orderly fashion to ensure on-hand availability including soap and paper dispensers;

- Arrange furnishings and equipment for meetings, classroom activities and events;
- Communicate and report with site administrator and/or Maintenance and Operations Supervisor regarding needed equipment servicing and repairs, maintenance, safety and activity issues in accord with established procedures;
- Check areas for vandalism, reporting or correcting as necessary;
- Perform minor repairs and/or upkeep on facilities as authorized (replace ceiling tiles, change light bulbs, graffiti removal and touch-up painting, adjusting door closures, etc.);
- Assist with special cleaning assignments and light maintenance tasks;
- Participate in workshops, in-services, and/or seminars.

Other Related Duties

- Provide input regarding employment, retention, training, and performance evaluation of custodial staff as requested;
- May requisition and order custodial supplies and issue supplies to custodial staff;
- Drive and pick up equipment or materials at various sites;
- May be called to work after hours for site or District wide emergencies;
- May put up/take down flag(s).

SUPERVISION:

Receives general supervision from the Director, Maintenance, Operations and Facilities or designee and works in collaboration with the site administrator. Supervision is not exercised over other employees. Leadership and/or direction are provided to night, substitute, and summer site Custodians.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Proper methods, materials, cleaning products, tools, and equipment used in custodial and light building maintenance work;
- Modern cleaning methods to maintain school facilities in a clean and sanitary condition;
- Proper methods of storing equipment, materials, and supplies;
- Safety rules, regulations, precautions, and procedures applicable to school buildings and disposal of hazardous materials;
- Basic principles of leadership, training, and providing work direction to others;
- English usage including grammar, spelling and punctuation;
- Basic mathematics and recordkeeping techniques;
- Basic computer and software including Microsoft E-mail internet computer applications, and maintenance job tracking applications.

Ability to:

- Effectively organize, coordinate and perform custodial procedures, methods, and techniques in a school environment;
- Lead and provide direction/training on cleaning methods for evening custodial staff;
- Independently work safely and efficiently while meeting schedule and time lines;

- Maintain classrooms, offices, and other school facilities in clean, safe and secure condition;
- Use common cleaning equipment and supplies safely and efficiently;
- Read, write, understand and follow verbal and written instructions in English, including those found on custodial supplies and equipment and following a work schedule;
- Communicate in English, well enough to be understood and convey specifics in emergency situations;
- Learn to operate a personal computer, email and internet computer applications and applicable shop specific software;
- Maintain simple records;
- Work late afternoon and evening hours;
- Maintain consistent, punctual and regular attendance;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- Individuals possessing the foregoing knowledge, skills and abilities listed above are considered to possess education necessary to succeed in this classification. The basic educational skills are typically acquired in completion of high school.

Experience:

- One (1) year of experience as a custodian working independently in cleaning and maintaining major buildings and adjacent areas is required.
- Prior custodial experience in a California School District is highly desirable.

Licenses Required:

- Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The job operates in a school ground environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses various cleaning agents that may affect the respiratory system such as fumes, odors, dusts, mists, and gases. The incumbent will be subjected to inside and outside environmental conditions with frequent temperature changes; exposed to hazards including moving mechanical parts, sharp objects, scaffolds, chemicals, and moving vehicles. The incumbent has direct and indirect contact with public and other district staff. The

position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand for sustained periods of time, walk, lift, carry, push, pull, stoop, reach, grip, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently talks and hears; will sometimes climb, kneel, and crouch; rarely will the incumbent sit. The work involves little to very heavy physical efforts; frequently exerts 20 - 50 pounds of force to lift and carry; sometimes exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating custodial and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Salary Range 30

Classified Bargaining Unit

New classification approved by Personnel Commission: 3/9/17