

COAST UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: CUSTODIAN LEAD

SALARY RANGE: 19

DEFINITION

Under general supervision of the Supervisor of Maintenance and Operations, and in coordination with Site Administrators, will lead, direct and implement operational procedures for the assigned department and to keep assigned buildings or building areas clean and orderly and to perform related work as required.

EXAMPLES OF DUTIES

Schedule work and assign duties to department employees; Prepare budgets; Maintain inventories and prepare purchase requisitions; Oversee department operations related to establishing routines, procedures and timeline for completion of departmental duties; Train employees on proper operational procedures, safety and specific job duties; Conduct department meetings as needed; Work to ensure assignments and responsibilities of the department are completed properly and efficiently; Conduct monthly meetings with site management and immediate supervisor; Sweep, mop, and wax floors; dust, wash and polish furniture and woodwork; vacuum rugs and carpets; empty and clean waste receptacles; clean erasers and blackboards; wash windows, doors, and walls; clean rest rooms; sweep sidewalks and pick up papers; clean other outdoor areas; clean drinking fountains; polish metal work; fill paper and soap dispensers; make minor, non-technical repairs including replacing light bulbs, replenishing supplies, turning out lights; lock doors and windows; observe assigned areas to prevent vandalism; assist in moving, arranging, and setting up furniture and equipment for special events and meetings; report need for repairs; maintain equipment and supplies in proper condition; assist maintenance workers in the performance of such duties as carpentry, electrical, plumbing, window glazing and painting, and grounds workers in such duties as mowing, edging, planting, clean-up and related activities; work as part of crew during school recess or special occasions; participate in staff development; do other special projects as assigned or directed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or GED; familiarity with custodial and cleaning methods and equipment; paid custodial experience preferred.

Knowledge and Abilities: By no later than the end of the probationary period to have working knowledge of cleaning supplies, methods, materials, equipment and practices required to perform job duties at a competent level.

Ability to do strenuous physical work; ability to be adaptable to changing situations; ability to carry out oral and written instructions; ability to read, write, and compute at the level required by the position; ability to work independently; ability to skillfully and safely operate and care for particular kinds of equipment assigned; ability to establish and maintain effective working relationships with staff members, parents, and students.

Successful Completion of Hiring Process

LICENSE/CERTIFICATION REQUIREMENTS

Valid California Driver's License.