

Gridley Unified School District Job Description

JOB TITLE: LEAD CUSTODIAN

SALARY LEVEL: 7

DEPARTMENT: MOT

REPORTS TO: Director of Maintenance and Operations

UNIT: Classified

LOCATION: School Site

BOARD APPROVED: 07/19/2023

SUMMARY: The Lead Custodian is responsible for the coordination of the daily operations, over all cleanliness and general maintenance of the school facilities and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures that all cleaning products are used properly, e.g. appropriate dilution, and proper labeling of containers.
- Ensures all equipment is used safely.
- Setup for and cleanup after school meetings or activities on or off site.
- Works with public groups to setup or cleanup activities on or off site.
- Setup cleaning schedules for other site custodians.
- Prioritizes, coordinates and verifies that all work requests are completed.
- In-service of substitutes on any chemicals, equipment or procedures.
- Inspects facilities for proper cleaning.
- Makes routine safety inspections of the site and insures that all safety equipment is operational.
- Maintains a site inventory of all custodial equipment and materials.
- Draws diagrams of rooms with special configurations so that the room will be restored to its original layout.
- Updates the marquee board as directed.
- Opens, locks and secures school buildings; raises and/or lowers flags each day.
- General maintenance of school facilities from a prepared work schedule including:
 - General cleaning of school facilities including sweeping, dusting, removing cobwebs; scrubbing, waxing, polishing and cleaning windows, door glass, metalwork such as door panels and hand railings, concrete, linoleum, tile and wood floors; vacuums/shampoos rugs and carpets.
 - Empties and cleans the waste receptacles; refills dispensers with appropriate soap and paper products.
 - Cleans, scrubs and disinfects restrooms, showers and related areas. Cleans restroom windows, walls, benches, metalwork, sinks, mirrors and other fixtures.
 - Washes walls, furniture, woodwork, light fixtures, windows, venetian blinds and other equipment.
 - Replaces lamps and fuses.
- Requisitions materials and supplies as needed.
- Picks up paper and other debris from the grounds and buildings; empties trash containers on grounds, sweeps walks and entrances, etc.
- Assembles, adjusts, and arranges furniture and equipment; sets up facilities for special events and meetings.
- Assists school personnel with heavy objects, loading and unloading of trucks and stocking shelves as requested.
- Inspects, cleans and restores, on a regular basis buildings, playground and grounds, for broken equipment and/or vandalism.
- Reports the need for repairs and/or performs simple maintenance and makes repairs.
- Does minor construction work on buildings, including painting, cement work, etc.
- Reports unsafe conditions to the site administrator or Director of Maintenance and Operations.
- Responds to emergencies and takes appropriate action to protect public and property.
- Safely cleans, disinfects, and disposes of human or animal body waste in accordance with proper safety standards.
- Waters shrubs and lawn, weeds and maintains small lawn and flower areas.
- Makes minor repairs to sprinklers.
- Stores supplies and equipment and keeps records.
- Makes a security check of all buildings following activities. Assists in the complete cleaning of buildings and grounds during vacation periods.

- Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.
- Maintains sanitary personal habits and a clean, neat appearance.
- Performs other related duties as assigned by Supervisor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); 5 years related experience, or equivalent combination of education and experience. Custodial experience within the District preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS California Driver's License required by the first day of service. District First Aid and CPR training may be required and will be provided.

OTHER SKILLS AND ABILITIES: Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb up and down steps, stoop, kneel, and crouch or crawl, and smell.

The employee must occasionally lift and/or move up to 50 pounds. However, while lifting amounts above 50 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate to loud, occasionally very loud.