

# SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

## JOB TITLE: LEAD CUSTODIAN

**REPORTS TO:** Maintenance, Operations, and Transportation Manager

**SUPERVISES:** No supervisory responsibilities

### **DEFINITION:**

Assist assigned supervisor in assigning and guiding the work of custodians. Assist in correcting and reporting on work in the care and cleaning program at all San Luis Obispo County Office of Education (SLOCOE) sites. Assist supervisor with employee selection. When needed, perform custodial duties at designated SLOCOE facilities and adjacent grounds areas ensuring clean, orderly and secure conditions.

### **QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.
2. Two years custodial work experience.
3. Valid California driver's license.
4. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. One year experience as SLOCOE custodian.
2. Forklift training and certification.

### **KNOWLEDGE AND ABILITY:**

1. Knowledge of proper methods, techniques, materials, tools and equipment used in modern custodial work.
2. Knowledge of modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
3. Knowledge of appropriate safety precautions and procedures.
4. Knowledge of proper lifting techniques.
5. Ability to use cleaning materials and equipment in a safe and efficient manner.
6. Ability to operate a variety of custodial equipment.
7. Ability to operate a computer.
8. Ability to understand and follow oral and written directions.
9. Ability to observe health and safety regulations.
10. Ability to drive a vehicle to conduct work.
11. Ability to maintain regular and reliable attendance.
12. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
13. Ability to establish and maintain positive and effective working relationships with diverse populations.
14. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
15. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
16. Ability to deal with problems or issues involving several concrete variables in standardized situations.

### **ESSENTIAL FUNCTIONS:**

1. Observe, guide and monitor the work of SLOCOE custodians.
2. Assist in training custodial employees. Offer information and tips on cleaning, safety, and storage.
3. Deliver cleaning supplies and equipment such as strippers, scrubbers, and vacuums to SLOCOE sites.
4. Perform custodial duties at designated SLOCOE school facilities, classrooms, lounges, offices, hallways and other sites during an assigned shift. Sweep, scrub, mop, strip, wax and polish floors. Vacuum rugs and carpets in classrooms, offices and other work areas. Spot clean and shampoo carpets. Dust and polish furniture and woodwork. Empty waste receptacles and spot mop spills.

5. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals. Fill dispensers with towels, soap, toilet paper and other items. Clean mirrors, tile, walls, blinds, light fixtures and windows. Unclog drains and toilets.
6. Pick up paper and other debris from grounds, walkways and areas adjacent to SLOCOE facilities. Sweep concrete surfaces adjacent to school building.
7. Move and arrange furniture and equipment. Set up and assemble chairs, tables and other furniture and equipment for special events and activities. Clean up furniture, equipment and debris following these events.
8. Operate custodial equipment such as vacuums, mops, small hand and power tools, strippers, buffer/scrubber machines and other equipment.
9. Perform routine general maintenance and repairs to facilities, buildings, fixtures and equipment. Replace screws, pipes, parts, components, light bulbs and tubes. Refer major maintenance and repair needs to appropriate personnel.
10. Perform grounds maintenance duties in the beautification of designated grounds.
11. Monitor inventory levels of custodial supplies. Assist with ordering, receiving and maintaining inventory of custodial supplies.
12. Communicate with SLOCOE personnel to exchange information and resolve issues or concerns.
13. Assign work to custodians as requested.
14. Operate a computer to communicate with online work order system.
15. Observe and report safety hazards and need for maintenance and repair.
16. Act as liaison between employees, students, and general public.
17. Drive a vehicle to conduct work.
18. Handle confidential information and materials with complete security.
19. Other duties as required within the scope and skill level of the classification.

**ENVIRONMENT:**

1. Indoor and outdoor work environment.
2. Regular exposure to fumes, dust and odors.
3. Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate a variety of custodial equipment.
2. Walking or standing for extended periods of time.
3. Seeing to perform custodial duties.
4. Bending at the waist, kneeling or crouching.
5. Reaching overhead, above the shoulders and horizontally.
6. Climbing ladders and working from heights.
7. Lifting, carrying, pushing or pulling heavy objects as assigned by position.
8. Physical ability to lift 46 pounds from floor to waist.
9. Physical ability to lift pounds waist to shoulder.
10. Physical ability to lift 21 pounds from shoulder to overhead.
11. Physical ability to carry 60 pounds (power floor buffer- 2 persons)
12. Physical ability to push 87 pounds.
13. Physical ability to pull 87 pounds

**HAZARDS:**

1. Exposure to cleaning agents and chemicals.
2. Potential for contact with blood and other body fluids, which may contain bloodborne pathogens and communicable infectious diseases.
3. Working on ladders.

Grade Allocation:	25
Adopted:	7/1/04
Revised:	12/15/2010, 3/22/2023

