

LEAD CUSTODIAN

DEFINITION:

Under general supervision, to provide lead direction to and coordination of the College's custodial program; to assign and monitor the work of the custodial staff; perform a variety of custodial and janitorial duties in college buildings and facilities and adjacent grounds; and to perform related duties as assigned. This job class exercises independent judgment in the selection of work methods and procedures used in general custodial maintenance at the college.

DISTINGUISHING CHARACTERISTICS:

This is the working lead level custodian classification providing day-to-day coordination and direction of the work of the custodial crew. Work is performed without immediate supervision in an assigned area. This position may be assigned to central campus or satellite facility locations. This classification is distinguished from the custodian classification in that it performs coordination and direction of the work of the custodial crew.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Performs general scheduling, direction, coordination and monitor of work as a lead custodian over one or more employees doing the same type of work;
- Conduct inspections of work and inventories, and orders supplies as needed;
- Responsible for safeguarding and care of assigned area's custodial supplies and equipment;
- Works with supervisor and coordinate with other leads to plan longer term custodial projects
- Prioritize workload of custodial staff to meet daily schedules;
- Prepares custodial reports as required;
- Locks, unlocks, and secures classrooms, buildings and gates; sets and disarms security alarms as assigned and authorized;
- Dust mops or sweeps classrooms, offices, stairways, floors, restrooms, and other areas;
- Wet mops classrooms, stairways, hall floors, gym floors, offices, restrooms, kitchens, building entrances and other areas;
- Vacuums and shampoos carpeted surfaces using power equipment including extractor;
- Cleans and disinfects restrooms and locker rooms and their components such as showers, toilets, urinals, washbasins, dispensers, stall walls, and trash containers;
- Empties wastebaskets, gathers and dumps trash;
- Strips, waxes, buffs and polishes floor surfaces;
- Restocks restroom dispensers including toilet paper, paper towels, soaps and related items; collects change from dispensers;
- Dusts classrooms, offices, baseboards, walls, window frames, glass display cases, pictures and frames, tables, bookshelves and other furniture and equipment;
- Mixes disinfectants and other cleaning solutions, and maintains custodial supplies, washing mops and rags, changing vacuum belts and bags, etc.;

Classified Job Description: Lead Custodian

Page 2

- Assigns and oversees the work of student or court-ordered community service workers;
- Cleans windows and other glass;
- Cleans up spills and removes gum;
- Moves, arranges, stacks and stores furniture, mats and related;
- Wipes and cleans chalkboards and chalk trays; stocks chalk for instructors;
- Removes or paints over graffiti;
- Cleans entry and walkway areas adjacent to buildings; operates gas and electric blowers; hoses sidewalks and operates pressure washers; may perform limited groundskeeping at satellite locations;
- Drives trash to dumpsters using motorized carts or pick up trucks; transports/delivers materials and supplies as needed;
- Covers, uncovers and cleans swimming pools;
- Uses ladders to change light bulbs, light tubes, and access overhead cleaning tasks; may perform other minor maintenance tasks;
- Directs and assists in the arrangement of furniture and set up facilities for special meeting and events;
- Notifies supervisor or others of maintenance and repair needs, safety hazards, supplies and equipment needed, and other matters;
- May supervise student helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

General janitorial practices and procedures.

Gavilan College policies and procedures related to custodial work.

Proper use and minor maintenance of cleaning equipment.

Cleaning compounds and supplies.

Special equipment used for floor maintenance.

Safe working practices and precautions for working with cleaning compounds and waste.

Skill in:

Using cleaning products, disinfectants, and related chemicals for facility care and maintenance.

Properly stripping, waxing and buffing floor surfaces.

Selecting and using appropriate tools and equipment for various custodial duties.

Using gloves and other protective equipment for personal safety.

Understanding and following written and oral instructions.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; must be willing to work evening and/or weekend shifts.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of sufficient formal and/or informal education to ensure successful job performance; and three years of custodial experience. Previous lead or supervisory experience is desirable.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Working in exposure to cleaning solutions, disinfectants, chemicals, bacteria, and bodily fluids; lifting, pushing and pulling equipment weighing up to 85 pounds; manual dexterity to operate cleaning equipment and manipulate objects; walking, standing, stooping, kneeling, reaching and climbing stairs and ladders; speech and hearing to give and receive instructions and information. This work is performed both indoors and outdoors in inclement weather.