

# MOUNTAIN VIEW SCHOOL DISTRICT

## LEAD CUSTODIAN



### **DEFINITION:**

Under supervision and with training and regular meetings with supervisors, will maintain an assigned school facility, group of buildings, or office space in a clean, orderly, and secure manner following a predetermined schedule; and to do other related work as required.

### **ESSENTIAL DUTIES:**

1. Sweeps, mops, strips, waxes, and seals floors.
2. Vacuums rugs and carpets.
3. Dusts, washes, and polishes furniture and woodwork.
4. Empties and cleans waste receptacles, including trash barrels.
5. Cleans restrooms, locker rooms, and showers.
6. Washes windows and walls, polishes metalwork and cleans chalkboards.
7. Moves and arranges furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings.
8. Replaces light bulbs and lighting tubes.
9. Cleans window coverings, such as drapes and blinds.
10. Picks up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities.
11. Sweeps concrete surfaces adjacent to the school buildings.
12. Initiates emergency response services to include cleanup resulting from breakage, vandalism, spilling, and illness.
13. May raise and lower flags and locks and unlocks gates and doors, and sets security systems.
14. Assist the supervisor in ordering and maintaining custodial supplies, equipment and materials while overseeing the school site custodial budget.
15. May perform minor maintenance tasks in keeping assigned areas safe and operational, including preparing maintenance work orders and follows up to ensure completion of work performed.
16. May occasionally perform routine ground maintenance functions.
17. Maintains and prepares a variety of records related to facility usage, inventory, crime and accident incidence and other related matters; prepare reports as required.
18. Trains, and assigns the work of site custodial personnel, collaborates on the preparation and revision of work schedules as necessary; organizes work to be completed and inspects completed work; assists in establishing custodial priorities. On occasion adjust work hours in order to provide training services.
19. Organizes the work of cleaning crews assigned to sites during the summer months as well as spring and winter breaks.

**QUALIFICATIONS:**

Knowledge of:

1. Basic cleaning methods, procedures, and techniques.
2. Cleaning materials, supplies, and equipment.
3. Safe working methods and procedures.

Ability to:

1. Perform moderately medium to heavy manual activities.
2. Efficiently and effectively use cleaning materials, supplies, and equipment.
3. Understand and carry out oral and written directions.
4. Establish and maintain cooperative working relationships.

**PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
2. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
3. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspect of this job.
4. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION:**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

One year of experience involved with the care and cleaning of buildings and facilities.

Education:

Equivalent to the completion of the twelfth grade.