

LEAD CUSTODIAN

CLASS SUMMARY

Under direction – leads custodial staff, assists in the evaluation and scheduling of the custodial staff, performs custodial duties, performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Leads, inspects, and assists a crew of custodial personnel and students engaged in the cleaning of campus facilities; instructs subordinate employees in the proper and safe use of materials and equipment; moves and arranges furniture, equipment and supplies; inspects buildings to determine if proper custodial methods are being followed and standards maintained; confers with manager regarding employees; evaluates cleaning products; maintains daily time records; checks and implements schedules for employees; keeps simple records.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Custodial Supervisor and leads a staff of custodians and students workers assigned to the night or day shifts.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Three years of increasingly responsible experience in custodial work.

Knowledge and Abilities

Knowledge of: the methods, materials, supplies, and equipment used in custodial work; the methods and principles of leadership and training; the sources of information for custodial methods, equipment, and materials.

Ability to: train and lead personnel; ability to follow oral and written directions; ability to work cooperatively with administrative and supervisory personnel, custodial staff, instructors, students, and others; ability to keep simple records.

Physical Requirements: performs regular custodial duties which require climbing, stamina and some heavy lifting.

License: a valid California Motor Vehicle Operator's License.