

DESERT COMMUNITY COLLEGE DISTRICT

LEAD CUSTODIAN

BASIC FUNCTION

Under the direction of the Custodial Supervisor, perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition.

REPRESENTATIVE DUTIES

1. Perform a variety of custodial activities, sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets. ***E***
2. Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, offices and related facilities as assigned; sweep, mop and clean gymnasium floor; mop spills and remove gum and debris. ***E***
3. Clean and disinfect drinking fountains, sinks, toilets, showers and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; dust and polish furniture and woodwork. ***E***
4. Wash windows and walls; clean chalkboards and erasers and empty pencil sharpeners. ***E***
5. Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; turn alarm system on and off. ***E***
6. Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; empty and clean trash and garbage cans; replace liners. ***E***
7. Operate cleaning equipment such as vacuums, buffer, carpet cleaner and sweeper and utilize mops, brooms and other related equipment. ***E***
8. Set up lecture hall for classes and events as required; move furniture and set up chairs, tables, bleachers and other facilities for special events and activities. ***E***
9. Implement cleaning schedules, routines and workloads, as directed by custodial supervisor. ***E***
10. Request and prepare work orders as needed. ***E***
11. Request and prepare inventory and material orders. ***E***
12. Prepare and maintain records, logs and other documents as requested by supervisor. ***E***
13. Perform inspections as requested by supervisor; prepare and submit documentation of inspections. ***E***
14. Train others in the proper methods of safety, cleaning routines, equipment operation, material handling, and disposal, as directed by supervisor. ***E***
15. Assist with security during special events and activities. ***E***
16. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge and ability to use approved methods, materials, procedures and equipment in custodial work. Ability to plan, direct and lead the work of others; use safe work practices; work cooperatively and effectively with staff and supervisor; have effective verbal and written communication skills. Prepare and maintain written records and logs; order, distribute and track use of supplies and equipment; prepare accurate and complete reports; support supervisor in other efforts as requested. Ability to move heavy furniture and equipment; climb ladders to replace lights; walk or stand for extended periods; bend at the waist, kneel or crouch; reach overhead, above the shoulders horizontally.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and three (3) years of experience performing custodian duties.

WORKING CONDITIONS

Environment: Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Evening or variable hours.

Hazards: Contact with cleaning agents and chemicals.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions

Approved 8/2005

Range 10