

Farmersville Unified School District

JOB TITLE: LEAD CUSTODIAN

JOB DESCRIPTION

Description of Basic Function and Responsibilities:

To direct and participate in cleaning and custodial functions for assigned classrooms, buildings, and other facilities and to act as a liaison between assigned Custodians and the School Office Administrator. Employees in this classification receive general supervision from the Director of Maintenance, Operations and Transportation within a framework of standard policies and procedures. Employees in this classification direct, coordinate, the work of assigned custodian(s) in a lead capacity. This job class exercises responsibility for the general cleanliness of assigned location(s).

Essential Job Functions:

- Acts as liaison between assigned Custodians and School Office Administrator, relaying information regarding special scheduling, events, instructions, and complex problems, and resolving minor problems
- Collects a variety of records, and reports from assigned Custodians and distributes to appropriate places, maintains site and playground Safety Inspections.
- Coordinates and participates in the cleaning of assigned classrooms and facilities
- Monitors completed work for accuracy and compliance and established standards
- Makes minor, non-technical repairs, as needed
- Inspects assigned area(s) for sanitary and safety hazards and reports hazards to Director of M.O.T.
- Requisitions and inventories cleaning supplies and materials for assigned facilities.
- Report necessary maintenance repairs to Director of M.O.T.
- Cleans and maintains classrooms, restrooms, cafeteria, offices, and related facilities
- Cleans walls, furniture, windows, woodwork, and other equipment
- Report suspicious or unauthorized individuals on campus
- Sweeps, hoses down walks and driveways and pick up paper and rubbish
- Lead and participate in major summer cleaning projects and lead student workers during summer school projects.
- Arranges furniture and sets up facilities for special meetings and/or events with assistance of Utility Workers
- Confers with Director of M.O.T. regarding custodial and maintenance projects and activities at assigned site
- Inspect assigned school site and report conditions of facilities.
- Perform routine groundskeeping duties as required: pruning trees, cutting grass, weeding
- Inspect completed work for accuracy and compliance with instructions and established standards
- Locks and unlocks doors for security purposes
- Directs and participates in the routine maintenance of custodial tools and equipment
- Acts as information source to subordinate custodian(s) and/or student assistants regarding work methods, procedures, and problems
- Coordinate on site substitutes, assist in cleaning rooms/facilities if night custodian is not available.
- Performs other duties as required

Employment Standards:

Knowledge of:

- Modern cleaning methods, materials, tools, and equipment
- Safety rules and replications associated with custodial work

Ability to:

- Communicate effectively in oral and written form
- Direct, coordinate, and prioritize the work of others
- Understand and follow oral and written instructions in an independent manner
- Operate and apply custodial equipment, materials, and chemicals
- Meet the physical requirements necessary to safely and effectively perform required duties
- Establish and maintain effective work relationships with those contacted in the performance of requisite duties

May Require:

Generally, the requisite knowledge and abilities will have been acquired during at least one year of custodial experience.

Requirements:

Applicants selected for employment will be required to submit fingerprint clearance, negative TB test at their own expense and a Valid California Driver's License (use of private vehicle may be required).