

TITLE: CUSTODIAL TEAM LEADER

QUALIFICATIONS:

1. Training and experience in custodial maintenance of school facilities
2. Knowledge of methods, materials, and equipment used in custodial work
3. Knowledge of safe working methods and procedures
4. Ability to exercise initiative and use good independent judgment
5. Ability to understand and follow oral and written directions
6. Ability to train and provide work direction to assigned staff
7. Ability to establish and maintain effective working relationships
8. Willingness and ability to work flexible schedules
9. Valid driver's license and ability to operate district vehicles

REPORTS TO: Administrator as assigned

JOB GOAL: To provide students and staff with safe, attractive, comfortable and clean educational environment

PERFORMANCE RESPONSIBILITIES:

1. Trains, assigns and directs work, and provides leadership for custodial crew; works variety of schedules as required including evenings, swing shifts, split shifts, days or weekends
2. Assists in planning and scheduling of custodial crews; orders supplies and maintains inventories
3. Inspects crew work for accuracy and compliance with established standards; reports safety hazards and repair needs to appropriate personnel
4. Drives district vehicle to transport crew members, equipment and supplies
5. Maintains security of district property when crew is on premises; locks and unlocks gates, doors and windows; sets alarm systems; turns main water, power and gas lines on and off as necessary; responds to emergency calls as needed
6. Makes minor non-technical repairs and adjustments to equipment
7. Performs duties as crew member including but not limited to cleaning classrooms, offices, restrooms, kitchens, cafeterias and other site facilities; operates cleaning equipment such as vacuums, buffer, floor cleaning and polishing machines, gasoline blower, etc.
8. Sweeps, scrubs, strips, seals, disinfects, mops, waxes and polishes floors; cleans and vacuums carpets
9. Dusts, cleans and polishes furniture
10. Cleans walls, ceilings, windows, woodwork, chalkboards and equipment
11. Cleans and disinfects drinking fountains, telephones, trash cans, rest rooms and kitchen areas
12. Dusts light fixtures, furnaces, ledges; empties trash receptacles and pencil sharpeners; stocks and replaces towel and soap dispensers
13. Replaces lights and batteries; sets clocks; resets fire alarms and bell systems
14. Picks up paper, glass and debris; cleans, rakes, sweeps, waters grounds; checks sprinkling systems; sprays pesticides; removes graffiti
15. Sets up, moves and adjusts furniture and equipment as needed
16. May be assigned to care for and display flags
17. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 22

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable