

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: CUSTODIAL CREW LEADER

BASIC FUNCTION:

Under direction of the Custodial Supervisor, lead, oversee and participate in custodial activities at assigned school site(s) or other assigned District facilities; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition during the evening shift; operate a variety of cleaning equipment used to perform custodial duties; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead, oversee and participate in custodial activities at assigned school site(s) or other assigned District facilities; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; inspect work of night custodial crew to ensure departmental standards of cleaning for self and others.

Train and provide work direction and guidance to assigned personnel; assist with scheduling staff on assigned shifts; provide ongoing feedback on employee performance and communicate any identified performance deficiencies to assigned supervisor(s); may serve as supervisor in the absence of the supervisor, as assigned.

Perform routine custodial activities at assigned school sites or facilities during the evening shift; sweep, scrub, mop, strip, wax, disinfect and polish floors; vacuum rugs and carpets in classrooms, offices, restrooms, auditoriums, kitchens, assembly areas and other work areas; spot clean and shampoo carpets.

Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows; unclog drains and toilets; polish metal work.

Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school building.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; operate a variety of cleaning equipment utilized in custodial work, including industrial floor scrubber/stripper/polisher and large wet mops; drive a vehicle to assigned work sites.

Replace light bulbs and tubes; clean chalkboards, white boards, trays and erasers; empty pencil sharpeners; clean tables, chairs and floors; wash windows, blinds, counters, sinks, and walls.

Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events.

Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate.

Report safety, sanitary and fire hazards to appropriate personnel; perform minor maintenance tasks such as removing graffiti, repairing furniture, painting and others; report need for maintenance and repairs to supervisor.

Participate in the thorough cleaning and restoration of campus facilities during vacation periods.

Maintain routine records and reports related to assigned activities; order custodial supplies and monitor inventory.

Maintain communication with the Custodial Supervisor for all aspects of custodial cleaning and operations.

Remain on call for emergency custodial needs, as assigned.

Operate a computer and related software, as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.
Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Principles of training and providing work direction.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

Appropriate safety and sanitary precautions and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

Lead, oversee and participate in custodial activities at assigned school site(s) or other assigned District facilities.

Train and provide work direction and guidance to assigned personnel.

Maintain District buildings and adjacent grounds in a clean, orderly and secure condition.

Use cleaning materials and equipment in a safe and efficient manner.

Operate a variety of custodial equipment and tools.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Perform minor non-technical repairs.
Understand and follow oral and written directions.
Observe safety and sanitary precautions and procedures.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent and two years of custodial experience including experience leading the work of others, preferably in a public school setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and the ability to qualify and maintain qualification for District vehicle insurance coverage. May be required to drive to more than one District site throughout the work shift.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.
Afternoon and evening hours.

PHYSICAL DEMANDS:

Physical condition sufficient to maintain a rigorous work schedule requiring continuous exertion.
Dexterity of hands and fingers to operate a computer and a variety of custodial equipment and tools.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, pushing or pulling moderately heavy objects; occasionally lift, carry, push or pull very heavy objects, with the use of dollies or other equipment, as assigned by position.
Bending at the waist.
Kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights.

HAZARDS:

Regular exposure to fumes from cleaning agents and chemicals, dust, dirt, oil/grease.
Working around and with machinery having moving parts.
Working at heights.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen