

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: LEAD CUSTODIAN**

**FLSA STATUS: NONEXEMPT**

**BASIC FUNCTION:**

Under the direction of the Director of Maintenance and Operations, assign and review the work of the custodians; maintain assigned classrooms, restrooms, offices, gymnasium and related facilities in a clean, safe and orderly manner; operate custodial equipment to clean and maintain District facilities; perform a variety of duties in cleaning and maintaining facilities; provide work direction, train and provide input for performance evaluations of assigned staff.

**REPRESENTATIVE DUTIES:**

Maintain assigned classrooms, restrooms, offices, gymnasium and related facilities in a clean, safe and orderly manner; clean and service custodial equipment as required. **E**

Train, provide work direction, prioritize and assign the daily work activities of the custodians; ensure that work is performed in a safe, professional and timely manner; ensure workers have proper safety gear and equipment for assigned tasks; provide training and supervision for substitute custodians, monitor and submit time cards for substitute custodians; provide input for performance evaluations of assigned staff. **E**

Answer calls and emails and resolve any problems encountered during assigned shift; provide daily feedback to the Director regarding facility and personnel issues; interact with the other Lead Workers to ensure that issues with facilities and equipment are resolved in a timely manner.. **E**

Sweep, scrub, mop, polish, oil and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices and other work areas; wash windows, chalkboards and walls; strip, wax and buff floors. **E**

Dust, wash and polish furniture, woodwork, light fixtures, windows, blinds and furniture; clean and wax desks. **E**

Empty and clean waste receptacles and pencil sharpeners; pick up paper, remove cobwebs and other debris inside and outside; clean building entrances. **E**

Disinfect, clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures. **E**

Move, arrange and transport furniture and equipment. **E**

Perform minor, non-technical repairs to buildings, fixtures and custodial equipment;

replace soap dispensers and fluorescent light tubes; clean and adjust shades and blinds; adjust desks and other furniture; report other repair and maintenance needs and assist others in making repairs as required. **E**

Prepare a list of needed supplies and equipment and submit to the Director as needed; order approved supplies. **E**

Oversee and participate in the set up of rooms for special campus and community events and meetings; set up gymnasium floor for special events; direct and participate in thorough cleaning of buildings and facilities during school breaks and summer periods. **E**

Wash outside walls, concrete, sidewalks and tennis courts. **E**

Clean and disinfect drinking fountains. **E**

Operate and maintain a variety of custodial equipment including stripping machine, waxer, buffer, carpet extractor, carpet shampooer, wet and dry vacuums, electric cart, floor scrubber, hand truck and steam cleaner; assure safe and proper operation of equipment. **E**

Monitor the use of District vehicles during the assigned shift to ensure efficiency and productivity; assist team members with obtaining fuel and monitor the use of District fuel cards for custodial use. **E**

Assist the Director in the development of the annual budgetary requirements for the Custodial group; identify and notify the Director of equipment deficiencies that require additional, unbudgeted funding during the fiscal year; meet with vendors to obtain pricing and availability of new equipment and supplies. **E**

Provide direction to staff and students, and information to Campus Police, in the event of activation of the College's emergency action or disaster plan. **E**

Maintain a variety of custodial related records and reports, such as, nightly custodial logs, work orders and others. **E**

Unlock and lock doors; assure security of buildings.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Proper methods, materials, supplies, tools and equipment used in custodial work.

Principles of training and providing work direction.

Basic requirements of maintaining college buildings and facilities in a safe, clean and

## **Lead Custodian - Continued**

orderly condition.

Cleaning equipment, tools, materials and supplies used in custodial work.

Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.

Proper methods of mixing, applying and disposing of chemical solutions and products.

Appropriate safety precautions and procedures.

Proper lifting techniques.

### **ABILITY TO:**

Use cleaning supplies, materials, equipment and methods according to predetermined standards.

Train and provide work direction to others and assist with staff performance evaluations.

Learn and apply knowledge of methods, procedures and use of equipment and supplies used in custodial work.

Work independently with little direction.

Plan and organize work.

Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.

Maintain assigned tools and equipment in a clean and proper working condition.

Move and arrange furniture and equipment for meetings and special events.

Perform minor, non-technical repair of custodial equipment and facilities.

Meet schedules and time lines.

Understand and follow oral and written directions.

Observe health and safety regulations.

Work cooperatively with others.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and two years of increasingly responsible custodial experience.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

#### **Disclosure:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

#### **Indoor/Outdoor Environment:**

While performing the duties of this job, the employee is regularly required to stand or walk for extended periods of time, bend at the waist, push, pull or carry items, twist, turn,

## **Lead Custodian - Continued**

climb ladders, see to assure proper and complete cleaning, use fingers and hands to handle materials and tools and operate power cleaning equipment. The employee must occasionally lift and/or move up to 50 pounds.

While performing the duties of this job, the employee is exposed to chemicals and fumes. The employee is occasionally exposed to outside weather conditions and works with vibration causing tools or equipment. The noise level in the work environment is usually moderate. This position is subject to working evening and early morning hours and may occasionally encounter local wildlife, which may include skunks, raccoons, scorpions, rats, and snakes, while performing regular duties.