

FRESNO UNIFIED SCHOOL DISTRICT  
Position Description

<b>TITLE:</b>	Lead Custodian	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Assigned Site/Location	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	261 Days
<b>BOARD APPROVAL:</b>	June 15, 2022	<b>SALARY:</b>	N-30/Operations Salary Schedule

**BASIC FUNCTION:**

Under general direction of an assigned supervisor, clean and maintain an assigned school facility, group of buildings, or office spaces in a sanitary, orderly, and reasonable, timely manner to provide a safe and high-quality learning environment for students and staff; coordinate and provide clear work direction to assigned crew or site-based custodial staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Instruct and provide clear work direction to assigned crew or site-based custodial staff; demonstrate appropriate methods of preparation, cleaning and maintaining floors, furniture and related areas. **E**

Clean and maintain an assigned school facility, group of buildings, or office spaces in a clean, orderly, secure, and timely manner typically during evening hours. **E**

Coordinate work to assigned staff; ensure appropriate shift coverage and request substitutes as necessary in a reasonable, timely manner to meet the needs of the sites and departments. **E**

Drive a vehicle to conduct work as needed. **E**

Interior floor care such as: sweep, mop, strip, wax, scrub and seal floors. **E**

Carpet care such as: vacuuming, shampooing, surfacing and deep cleaning. **E**

Dust, wash and disinfect furniture and woodwork. **E**

Empty and clean waste receptacles, including trash barrels and replace liners as needed. **E**

Clean and disinfect the restrooms, locker rooms, and showers, kitchen, cafeteria areas and classrooms. **E**

Wash windows and walls, polish metal work, clean chalkboards and/or dry erase boards; clean window coverings, such as drapes and blinds. **E**

Move and arrange furniture and equipment as directed by supervisor or designee. *E*

Prepare, set up, and takedown furniture, equipment, and materials for special events and meetings to provide students access to various learning activities. *E*

Pick up paper and other debris from school grounds, walkways and ground gutters; use blowers to clean and pick up leaves and debris around campus; clean graffiti as needed around campus and around perimeter of school; sweep or blow concrete surfaces adjacent to the school site; power wash site. *E*

Lock and unlock gates and doors, secure site upon leaving and set security systems in a reasonable, timely manner for the safety of students, staff and the District's buildings and inventories. *E*

Perform basic maintenance work as assigned related to custodial supplies, such as, soap/towel dispensers, pencil sharpeners, adjustment of furniture and replacing of light bulbs, tubes and lamps; clean, inspect, and service vehicles if necessary. *E*

Maintain custodial equipment in a sanitary manner; perform routine clean-up of biological hazards as needed. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE: Required prior to employment.**

Any combination equivalent to: graduation from high school and two years permanent custodial experience with sufficient training and experience to demonstrate the knowledge and abilities listed below.

**LICENCES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Current basic cleaning and disinfecting methods, procedures and techniques including basic methods of cleaning and preserving floors, carpets, furniture, walls and fixtures.

Cleaning materials, supplies, and equipment.

Safe working methods and sanitation procedures.

Proper lifting techniques.

Interpersonal skills using tact, patience, and courtesy.

District goals.

ABILITY TO:

Instruct, coordinate and provide clear work direction to assigned crew or site-based custodial staff.

Learn District organization, operations, policies and objectives.

Efficiently and effectively use cleaning materials, supplies, and equipment.

Observe legal and defensive driving practices as needed.

Read and write at a level appropriate to the duties of the position and follow both oral and written directions effectively in English.

Maintain cooperative working relationships and communicate with a diverse range of people using patience and courtesy.

Operate a variety of custodial equipment such as pressure washer, blowers, vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment.

Observe and report safety hazards and need for maintenance and repair.

Perform strenuous physical work.

Learn basic computer skills.

Perform repetitive tasks and minor non-technical repairs related to current duties.

Actively participate in meeting District goals.

Apply integrity and trustworthiness in all situations.

**WORKING CONDITIONS:**

ENVIRONMENT:

Indoor and outdoor environment; exposure to dust, bloodborne pathogens, variances in temperature and equipment with moving parts; contact with cleaning agents and chemicals; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, lifting, carrying, pushing, pulling and moving heavy furniture and equipment; climb stairs, ladders and ramps; walking or standing for extended periods of time; dexterity of to operate equipment; bending at the waist; reaching overhead and horizontally.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E = Essential Functions***