Cabrillo College

LEAD CUSTODIAN

DEFINITION

Under general supervision, plans, assigns, directs and reviews the work of custodial staff; performs minor maintenance and standard custodial and cleaning duties in buildings and adjacent grounds; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This is the working lead level class in the custodial series with responsibility for providing direction to a custodial crew performing similar work. Positions determine schedules and assignments for their particular shift, and inspect work to ensure that work has been performed in an appropriate manner.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides lead direction, training and work review to a custodial crew
- Organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work
- Provides input into selection decisions, performance evaluations, disciplinary matters and other personnel decisions
- Trains staff in the proper use of custodial equipment and supplies
- Maintains equipment and supplies in good working condition
- Orders and receives supplies and equipment
- Distributes materials to custodial staff
- Confers with faculty and administrative staff regarding custodial services
- Sweeps, mops, scrubs, and polishes floors
- Sweeps and vacuums rugs
- Dusts and polishes furniture and woodwork
- Empties, cleans and lines waste receptacles and disposes of trash
- Washes doors, windows, walls, ceilings, venetian blinds, furniture and light fixtures
- Cleans and disinfects restrooms
- Restocks restroom supplies as necessary
- Moves office furniture and equipment and may make minor repairs
- Reports the need for maintenance and repair
- Strips, seals and buffs floors
- Cleans and spots carpets
- Closes windows, turns off lights, and locks doors to secure buildings
- Observes safe working practices, including maintaining storage areas in a safe condition
- Corrects or reports any safety or fire hazards
- Follows label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use
- Uses a variety of custodian tools, equipment and supplies
- Maintains equipment and materials in proper condition
- Reports unauthorized persons and other security problems
- Sets up meeting rooms and rearranges furniture
- Maintains records and prepares reports of work performed
- Performs related duties as required or assigned
QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices
- Proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools and equipment
- Use and minor maintenance of hand and power tools and equipment used in janitorial work
- Safety practices and equipment related to the work

Skill in:

- Planning, assigning, directing and reviewing the work of others
- Providing work instruction to others in work procedures
- Understanding and following written and oral directions
- Completing assignments without immediate supervision
- Establishing and maintaining effective working relationships with those encountered in the course of the work

Other Requirements:

- Must possess a valid California driver’s license
- Must possess sufficient strength and stamina to maneuver equipment and furniture weighing up to 90 pounds, with proper equipment
- Must be willing to work off-hours shifts and overtime as necessary
- Must be willing to be exposed to a variety of chemical cleaning and related products, using appropriate safety precautions and equipment

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and three years of custodial experience, preferably in a large institutional setting.

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