



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>CUSTODIAL CREW LEADER</u>			
DEPARTMENT/SITE:	Facilities, Maintenance, and Operations	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	25 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Director Facilities, Maintenance, and Operations or assigned supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Lead, monitor, 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 day and/or evening shifts; operate a variety of cleaning equipment used to perform custodial duties; provide work direction and guidance to assigned personnel. The incumbents in this classification assist in supporting students by ensuring safe and healthy classrooms and work environments for staff and students which directly supports student learning.

SPECIAL INSTRUCTIONS:

Daily schedule of normal operations may be modified during school breaks. This department may also serve as a technical resource for the site administrator(s) in a variety of situations required in this position.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Lead, monitor, 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 day and/or night custodial crew to ensure departmental standards of cleaning for self and others.

Guide and provide work direction 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).

Assists in scheduling and coordinating trainings, deep cleaning, and special events for custodial staff.

Perform routine custodial activities at assigned school sites or facilities during the day and/or evening shift; sweep, blow, 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 extract 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 and/or blow concrete surfaces adjacent to school buildings.

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 whiteboards, 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, minor repairs to equipment, 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 and distribute 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.

Performs and updates school inspections using the Facility Inspection Tool (FIT) process designed by the Office of Public School Construction (OPSC).

Confer with school administrators and supervisor regarding needs.

Maintain and review work order database and update work order status.

Estimate labor, material, and equipment needed for assigned projects; monitor inventory levels of materials and equipment; research, order, receive, and maintain inventory of materials and equipment as needed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools, and equipment used in modern custodial work.
Mathematical calculations.
Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls, and fixtures.
Principles and practices of providing guidance to others.
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.
Provide guidance to others.
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 mathematical calculations with speed and accuracy.
Perform minor non-technical repairs.
Understand and follow oral and written directions.
Observe safety and sanitary precautions and procedures.
Meet schedules and timelines.
Establish and maintain collaborative and effective working relationships with others.
Communicate effectively both orally and in writing.
Work independently with little or no direction.

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 with exposure to various weather conditions.
Driving a vehicle to conduct work.
Daytime and evening hours.
Constant interruptions.

PHYSICAL DEMANDS:

Physical condition sufficient to maintain 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 read and perform custodial duties and view a computer screen.

Regularly lift, push, pull, and/or carry heavy objects up to 50 pounds; occasionally lift, push, pull, and/or carry very heavy objects, with the use of hand trucks or other equipment, more than 100 pounds.

Bending at the waist.

Kneeling, crawling, or crouching.

Reaching overhead, above the shoulders, and horizontally.

Climbing ladders and working from heights.

Hearing and speaking to exchange information.

Heavy physical labor.

HAZARDS:

Regular exposure to fumes from cleaning agents and chemicals, biohazards, disinfectants, pesticides, dust, dirt, and oil/grease.

Working around and with machinery having moving parts.

Working from heights.

Working in wet and/or slippery conditions.

Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: G.B. 2/14/17; P.C. 2/23/17 (New)

Revised: 05/24 (EH&A / MGT Consulting) / GB 10/08/24; PC 09/26/24