

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEAD CUSTODIAN

BASIC FUNCTION:

Under the direction of the Custodial Supervisor, train and provide work direction and guidance to custodial personnel on the evening shift; maintain campus classrooms, offices and rest rooms in a clean and sanitary manner.

REPRESENTATIVE DUTIES:

Train and provide work direction and guidance to custodial personnel on the evening shift; prioritize, assign and inspect work; assure that work is performed in compliance with instructions, meeting quality standards. *E*

Perform custodial work such as cleaning, dusting, polishing, waxing, setting up furniture, equipment and performing major cleaning assignments. *E*

Communicate with Custodial Supervisor to prioritize and coordinate custodial activities with other maintenance and operations functions; set up for special community and campus events as directed; maintain schedules of campus facilities use. *E*

Oversee and participate in the thorough cleaning and restoration of District facilities during vacation periods. *E*

Assure proper care and use of equipment and materials; issue supplies and assure that proper supplies are stored to maintain campus. *E*

Identify and report building maintenance problems; assure that work orders are prepared and completed; respond to emergency situations and report to the Custodial Supervisor as necessary. *E*

Open and close classrooms as assigned; turn on and off security system according to established procedures. *E*

Maintain simple records and prepare reports as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Simple record-keeping techniques.

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

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Ewing & Company

Basic requirements for the safe maintenance of college facilities.
Appropriate safety precautions and procedures.

ABILITY TO:

Plan and organize work.
Train and provide work direction to assigned custodial personnel.
Use cleaning materials, equipment and methods according to pre-determined standards.
Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.
Maintain tools and equipment assigned in clean working order and provide proper security.
Perform minor, non-technical repairs.
Observe and report need for maintenance and repair.
Understand and follow oral and written directions.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Communicate effectively with others.
Operate a vehicle observing legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years custodial operations experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Work during the evening or night shift.

PHYSICAL ABILITIES:

Lifting heavy objects.
Standing and walking for extended periods of time.
Bending at the waist.
Pushing, pulling and carrying equipment and furniture.
Twisting/turning.
Climbing ladders.
Seeing to assure proper and complete cleaning.
Dexterity of hands and fingers to operate cleaning equipment.
Hearing and speaking to exchange information and provide work direction.

HAZARDS:

Cleaning chemicals and related fumes.