

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE; LEAD CUSTODIAN-SECONDARY**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan, coordinate and perform custodial services during an evening shift to maintain an assigned middle school in a neat, clean, sanitary and safe condition; train and provide work direction to custodial staff as assigned.

### **RESPRESENTATIVE DUTIES:**

Confer with assigned supervisor regarding custodial problems and special events and activities; assist with the preparation and revision of work schedules.

Train and provide work direction to assigned Custodians during an evening shift; provide feedback on work performance to the supervisor for performance evaluations of assigned employees.

Perform security duties relating to building and grounds during assigned hours; inspect facilities and grounds and contact proper authority if fire, safety, security or other related problems occur.

Empty and clean waste receptacles; refill dispensers and collect from receptacles.

Perform custodial duties according to prepared work schedules; perform minor maintenance of custodial equipment and materials.

Adjust and arrange furniture and equipment; coordinate the setup and cleaning for special events, meetings and other school and civic center group activities.

Perform minor preventative maintenance and adjustments to building fixtures and equipment; report need for repair to proper authorities.

Perform minor, non-technical repairs and minor preventative maintenance necessary to keep equipment, buildings and fixtures within an assigned area operative, safe and clean as time allows; report other repair and maintenance needs.

Maintain various classroom and restroom supplies, including paper towels, soap and related items.

Assist in ordering and maintaining custodial materials and supplies for assigned buildings.

Inspect school plant and other facilities to assure that safety and cleanliness standards are met and work completed according to instructions.

Operate, maintain and provide work direction for the operation and maintenance of custodial equipment; demonstrate the proper and safe use of materials and equipment to assigned personnel.

Maintain records and prepare reports as required.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Methods, materials and equipment used in custodial work.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Requirements of maintaining school buildings in a safe, clean and orderly condition.

Basic principles of training and providing work direction to others.

Safety practices and work methods

Basic fire, safety and security regulations for school facilities.

##### ABILITY TO:

Plan, coordinate and perform custodial work.

Use and instruct others in the proper usage of cleaning equipment and materials.

Perform minor, non-technical, unskilled preventative maintenance on equipment, buildings, and fixtures to facilities and equipment as assigned.

Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment.

Move objects weighing over 80 pounds using safe and proper methods and/or equipment.

- Meet schedules and time lines.
- Understand and follow oral and written directions.
- Work cooperatively and effectively with others.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Maintain custodial supplies and equipment.
- Perform manual labor.
- Adjust work schedules to meet unusual conditions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and at least two years custodial experience; experience in a lead capacity desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and valid first aid certificate within six months of employment.

**WORKING CONDITIONS:**

Work includes indoor and outdoor environment; subject to lifting, climbing, bending, pushing, standing, dust and fumes from chemicals.