
**REDDING SCHOOL DISTRICT
JOB DESCRIPTION**

LEAD CUSTODIAN

DEFINITION OF POSITION

Under the supervision of the building principal, is responsible for the cleaning and maintenance of school buildings and grounds, and will provide leadership and training for custodians.

EXAMPLES OF DUTIES - Important duties may include, but are not limited to, the following:

1. Confers with site administrator concerning overall school cleaning;
2. Performs all the duties of the custodian(s)
3. Sets standards for the efficient and sanitary cleaning of the school campus;
4. Directs assignments of others in the custodial department;
5. Inventories and requisitions supplies and materials;
6. Cares for shrubs, trees, and other landscaping;
7. Prepares athletic fields for sports activities;
8. Checks all points for security;
9. Maintains equipment used in course of work;
10. Makes non-technical repairs and adjustments to building fixtures and equipment;
11. Cleans out sewer lines;
12. Replaces sprinkler heads;
13. Paints exterior and interior of buildings;
14. Files monthly inspection reports regarding any safety, sanitary, or fire hazards observed on site;
15. Performs other related duties as assigned which are reasonably related to the above.

QUALIFICATIONS

1. Knowledge of proper use and care of cleaning materials and equipment
2. Knowledge of modern safety practices and procedures in use of equipment and supplies and cleaning methods;
3. Ability to use tools and materials with skill and efficiency;
4. Ability to perform hard physical labor;
5. Ability to make non-technical repairs and simple maintenance;
6. Ability to perform physical labor including lifting in excess of 50 pounds;
7. Ability to understand and carry out oral and written directions;
8. Ability to schedule and assign specific tasks to result in the efficient operation of the site;
9. Ability to establish and maintain cooperative relationships with parents, students, and staff;
10. Possess a valid California driver's license.

EXPERIENCE

Two years paid experience in comparable field.

EDUCATION

Graduation from high school.

Lead Custodian

Range I

REVISED: 08/17/2010

BOARD APPROVED: 08/17/2010