DEFINITION:
Under general supervision, oversees and personally assists an assigned group of custodians in performing routine and specialized cleaning tasks within pre-assigned areas; or on the day or swing shift, to perform special and emergency custodial assignments as needed in addition to regular custodial work; or works independently. Custodian III graveyard shift positions will be required to rotate into other cleaning areas of Lead responsibility.

JOB CHARACTERISTICS:
Employees in this classification are identified as 'working lead' and are responsible to assist (as assigned) the Head Custodian in overseeing the work requirements of a group of custodians, and to clean assigned areas. "Leads" receive direction from the Head Custodian and assist in developing daily work schedules, training custodians, providing needed supplies, solving unusual or difficult problems, and cleaning assigned areas. Employees in this classification may be assigned to act as Head Custodian in his/her absence, or assigned to work independently on specific assignments.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Coordinates the work of a group of custodians on the graveyard shift as required; insures that work is completed in a timely manner and in accordance with instructions that have been received from the Head Custodian; or works independently.

2. Assists in training custodians under his/her supervision in proper cleaning methods and procedures.

3. Responsible to see that all major cleaning and daily detailed cleaning is completed on schedule in area of responsibility.

4. Assures that custodians under his/her supervision start the work day with supplies, equipment, and tools necessary to accomplish job tasks.

5. Assures that all cleaning areas are covered and cleaned when scheduled and unscheduled staff shortages occur.

6. Cleans a variety of floors and floor coverings using cleaners, waxes, buffers, strippers, etc.

7. Spot cleans, shampoos, waxes, dusts, and oils furniture.

8. Assures that custodial closets and janitor carts under the supervisor are kept neat, clean and well stocked.

9. Washes walls and woodwork by hand and-or using cleaning equipment.

10. Assures special cleaning projects assigned are performed and completed on schedule.
11. Cleans a wide variety of building furnishings such as lamps, mirrors, door and window glass and fixtures, etc.
12. Assists Head Custodian in performing cleaning inspections in their assigned areas.
13. Polishes brass and chrome fixtures.
14. Assures safety standards are always followed.
15. Cleans and disinfects restrooms; refills paper and other sanitary holders.
16. Keeps Head Custodian informed of specific problems and concerns affecting area of responsibility.
17. Empties waste basket containers; picks up papers and other refuse from grounds.
18. Moves and rearranges chairs, tables, desks and other furniture and equipment.
19. Cleans blackboards and chalk trays.
20. Assists in preparing for special events.
21. Reports sanitary and safety hazards and the need for building and equipment repairs to supervisors.
22. Directs visitors and safeguards District property.
23. Turns out lights and locks doors.
24. Replaces lamps in light fixtures and cleans diffusers as required.
25. Performs other related duties as assigned.
26. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Methods of cleaning and preserving floors, walls, and fixtures, cleaning materials, disinfectants, and equipment used in custodial work.
2. Related safety procedures.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.
3. Maintain good working relationships and exercise initiative and good judgment in organizing and solving routine problems.
4. Lead a group of custodians in cleaning activities.
5. Use cleaning materials and equipment with skill and efficiency.
6. Perform heavy physical labor.
7. Understand and carry out oral and written directions.
8. Maintain cooperative relationships with those contracted in the work.
9. Withstand extensive walking, pushing, stooping and squatting.
10. Work independently with limited supervision.
11. Train a small group of custodians the appropriate techniques to effectively clean assigned areas.

Experience: 1. Five years of experience in custodial or janitorial work.

Education: 1. Equivalent to completion of the eighth grade.

Date Approved: March 1993
Range: L-39
EEO-Category: H-70