

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### CUSTODIAN LEAD

Salary Range 13

#### **BASIC FUNCTION:**

Under the direction of the Custodial Supervisor, maintains an assigned group of classrooms, rest rooms, offices and related facilities in a clean and orderly manner; provides work direction, guidance and training to custodial personnel in the absence of the Custodial Supervisor; ensures proper care and use of equipment and materials. Performs related duties as may be assigned.

#### **REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Directs student workers and custodian in daily duties. (E)
- Cleans restrooms in assigned areas. (E)
- Disposes of trash. (E)
- Dusts and wet mops floors; vacuum carpets; dusts areas, computers, vents and windows. (E)
- Stocks custodial closet. (E)
- Picks up trash; shampoos carpets; strips and waxes floors; and performs minor non-technical repairs.
- Performs other responsibilities as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school and one year of progressive experience at the level of Custodian.

#### **KNOWLEDGE OF:**

Principles of training and providing work direction.

District organization, operations, policies and objectives.

Policies and objectives of assigned program and activities.

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

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

Proper methods of storing equipment, materials and supplies.

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

Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.

Proper methods of cleaning and disposing of hazardous chemical or infectious wastes.

#### **ABILITY TO:**

Train and provide work direction to other custodial personnel.

Assign and review the work of others.

Maintain classrooms, offices and other school facilities in a clean, safe and secure condition

Use cleaning materials, equipment and methods safely, efficiently and according to pre-determined standards.

Learn and apply knowledge of schedules, procedures and use of equipment and supplies used in custodial work.

Maintain assigned tools and equipment in proper working condition and provide proper security.

Work independently with little direction.

Maintain custodial records according to established procedures.

Meet schedules and time lines.

Observe and report need for maintenance and repair.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively with others.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides lead direction to custodians and student workers.

**CONTACTS:** Co-workers, security personnel, students, and staff.

**PHYSICAL EFFORT:**

Lifting and moving heavy objects; climbing ladders and reaching overhead

Standing for extended periods of time; bending at the waist, kneeling or crouching; and pushing and pulling cleaning equipment.

**WORKING CONDITIONS:**

Exposure to cleaning chemicals.

Outside elements.