

<b>Location:</b>	<b>Metropolitan Education District (MetroED)</b> <b>760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>Facilities Manager</b>
<b>Classification:</b>	<b>Classified</b>
<b>Date Approved:</b>	<b>12/88</b>
<b>Dates Revised:</b>	<b>5/8/91, 6/11/97, 10/27/15, 8/17/16</b>
<b>Position Control:</b>	<b>#, Salary Schedule 2, Range 26, 12 Month Work Year</b>

**Position Description:**

Under limited supervision of designated administrator, plans, performs, oversees and directs work of other custodians in a school plant; performs related work as required.

**AREAS OF RESPONSIBILITY/DUTIES**

**Essential Functions:**

- Confers with administrators regarding care and cleaning programs at the school plant
- Responsible for making decisions on cleaning schedules and materials required for the job
- Plans, assigns, oversees, trains and inspects the work of custodians and delivery driver
- Arranges for substitute personnel for all buildings and grounds
- Assists in completing tasks properly
- Sees that rooms are set up for special events and needs
- Reports needed repair work to proper authorities
- Conducts frequent inspections of the school plant to ensure that standards of safety are met
- Maintains security of buildings; locks and unlocks doors and windows
- Requisitions, picks up and delivers supplies and equipment
- Reports sanitary and safety hazards
- Cleans walks and removes refuse from grounds; removes graffiti
- Oversees and participates in minor maintenance projects and in the major cleaning of the buildings during non-school days
- Directs visitors and safeguards school property
- Establishes and maintains written, detailed work schedules including special activities
- Arranges for proper equipment and materials
- Maintains the recycling program
- Responsible for insect and rodent control
- Prepares and submits reports for building and furniture inventories
- Oversees grounds personnel
- Coordinates purchasing of custodial supplies and services
- Orders equipment and supplies from vendors

**AREAS OF RESPONSIBILITY/DUTIES (continued)**

**Essential Functions:**

- Arranges emergency custodial services for Central Office, Metropolitan Center acts as a liaison between the District and contracted custodial services
- Maintains required records to keep the custodial grounds staff in compliance with CAL/OSHA and environmental regulations is responsible for proper operation and service of highway vehicles and forklifts assigned to the Maintenance/Operations Dept.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Current cleaning methods and the use and care of cleaning materials and equipment
- Requirements for maintaining school buildings in a safe, clean and orderly condition
- Tools and basic practices of custodial maintenance work
- CAL/OSHA Safety Regulations
- Basic motor vehicle operation and service requirements

**Ability to:**

- Effectively demonstrate custodial skills to employees
- Oversee the work of others
- Use basic tools in performing minor repairs and adjustments
- Perform heavy physical labor
- Operate and use forklift, floor dolly and hand truck
- Maintain service records of motor vehicles and forklifts
- Understand and carry out oral and written directions
- Keep records and prepare reports
- Maintain cooperative relationships
- Read and understand directions in use of chemicals and solutions
- Be available for any shift assignment to meet the operational requirements of the District

**MINIMUM QUALIFICATIONS:**

Specific knowledge required to satisfactorily perform the functions of the job include:

**Experience:**

- Two (2) years' experience in school custodial work and
- At least one (1) year in a supervisory capacity or in Custodial II or equivalent position
- Bilingual Spanish desirable

**METROPOLITAN EDUCATION DISTRICT**  
**Lead Custodian**



**MINIMUM QUALIFICATIONS: (continued)**

**Education and Credentials:**

High school diploma or equivalent

**Expectations:**

The District places high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission statement, strategic directions, policies and goals.

**PHYSICAL REQUIREMENTS:**

- Incorporated within one or more of the essential functions of this job are the following essential physical requirements
- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 35 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Employee Signature