



## LEAD CUSTODIAN

### BASIC FUNCTION

Under the direction of an assigned supervisor, the Lead Custodian performs a variety of duties to maintain, care for, and clean assigned rooms, offices, facilities, and associated spaces; trains, provides training, leads, and coordinates a custodial work team.

### DISTINGUISHING CHARACTERISTICS

Incumbents in this classification lead and coordinate a custodian team in carrying out a full range of custodial duties. This is the second level in a series of custodian classifications which carries added responsibilities of mentoring, guiding, and training a custodian team in performing custodial duties using procedural and safety standards and techniques.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Lead, train, monitor, and coordinate, ~~and schedule~~ the work of a custodian team to ensure facilities are properly maintained and cleaned daily. Revise and reprioritize tasks to meet the needs of special requests and/or emergency situations.
2. Identify, correct, and report safety hazards and maintenance needs as appropriate.
3. Lead a team in the sanitizing and cleaning of surface areas, fixtures, furniture, and equipment according to established procedures.
4. Empty and clean waste, recyclables, and other receptacles. Restock dispensers including soap, paper towel, toilet tissue, and other dispensers. Remove large waste, hazardous waste, and e-waste.
5. Maintain and clean assigned floors including sweeping, mopping, stripping, waxing, buffing, vacuuming, shampooing, treating, and scrubbing using various types of equipment including vacuums, shampooers, strippers, scrubbers, and buffers. Train assigned custodial staff on correct and safe equipment usage.

Classification: Lead Custodian / Range: 12 / FLSA Status: non-exempt  
Date Revised: ~~Dec 1998~~ July 2024 / Date Approved:

6. Perform minor building and equipment maintenance and repairs of a non-technical nature including bulb replacement, unclogging toilets and sinks, patching small wall holes, repairing and repainting surfaces, and other non-technical repairs.
7. Lead a team in facilities set-up and take down including furniture, podiums, stages, mats, covers, tents, and other furniture and equipment for events and activities.
8. Maintain security and safety by unlocking and locking doors and gates, disarming and arming alarms, and performing other security measures. Identify, correct, and report safety hazards.
9. Assist with general non-technical maintenance and cleanliness of grounds.
10. Assist with receipt, storage, and stocking of materials and supplies in accordance with safety data sheets. Provide assistance to students, faculty, staff and visitors as needed. Assist with materials and supplies inventory management.
11. Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Leadership and team building principles.
- Methods, materials, and equipment used to safely maintain and clean facilities.
- Storing, handling, and disposing of hazardous chemicals.
- Use and maintenance of custodial equipment used to maintain floors.
- Safe work practices and operation of vehicles and equipment.

### **Skills and Abilities To:**

- Train, oversee, and coordinate the work of a team.
- Follow established procedures and standards regarding custodial care.
- Correctly and safely operate custodial equipment.
- Safely identify, use, and dispose of chemicals used in custodial duties.
- Work cooperatively with others.
- Effectively communicate both in writing and orally.
- Make minor non-technical repairs.
- Work independently with minimal supervision while meeting established deadlines.

### **Education and Experience:**

High School Diploma or GED or any combination of education and/or experience demonstrating the qualifications outlined above have been met and two years of experience performing custodial or related duties.

Classification: Lead Custodian / Range: 12 / FLSA Status: non-exempt

Date Revised: ~~Dec 1998~~ July 2024 / Date Approved:

## **Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

## **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## **WORKING CONDITIONS**

### **Work Environment:**

Duties are primarily performed indoors and occasionally outdoors. Work may be performed at various hours, including regularly during evening or night-time hours, and/or on weekends, and on call due to emergency situations. Work may be performed alone for extended periods of time. Exposure to chemicals, dust, fumes, dirt, and other contaminants is common. Exposure to elevated noise levels at times when using custodial equipment.

### **Physical Demands:**

Work is performed primarily while standing or walking at a normal pace; reaching and stretching with the arms; and grasping, holding, reaching, and twisting with the hands. Lifting, moving and/or carrying up to 50 pounds. Stooping, bending, kneeling, and reaching occurs regularly.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

### **Mental Demands:**

Work independently in an environment of frequent interruptions. Frequent problem solving and decision making with sound judgement. Handling stress created by multiple tasks and deadlines.

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