

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION**

**NIGHT CUSTODIAL LEAD**

**DEFINITION**

Under the supervision and general direction of the District Custodial Supervisor, performs a variety of duties in support of District custodial operations and related programs.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from supervisory and management staff.

**EXAMPLE OF DUTIES**—Duties may include, but are not limited to, the following:

1. Provides site administrators with technical information and assistance related to custodial services, products and performance standards.
2. Confers with principals, administrators and program managers regarding custodial matters such as staffing, scheduling, methods, materials and equipment associated with custodial maintenance.
3. Oversees special event support, scheduling of substitute custodians, and movement of furniture, furnishings and supplies.
4. Assists in evaluating custodial supplies and equipment, and makes recommendations for use in our district.
5. Assists the Supervisor in conducting quality control inspections.
6. Assists in the presentation of custodial training programs, provides in-service refresher trainings, and provides new product/ procedures training to district custodians.
7. Oversees and directs assigned cleaning crews in support of tasks as annual school cleaning, child care support services and/or emergency clean-up requirements.
8. Coordinates responses to work orders and requests for individualized services to District, sites, and programs.
9. Provides reports on site conditions and evaluation of individual site custodial maintenance procedures.
10. Provides information, prepares reports, maintains records and assists the Supervisor in the administration of the District-wide custodial program.

## **QUALIFICATIONS**

### **Knowledge and Abilities:**

1. Knowledge of advanced cleaning methods and procedures for proper cleaning and maintenance of floors, walls, fixtures and furnishings.
2. Knowledge of cleaning materials, disinfectants, tools and equipment used in custodial work.
3. Knowledge of general safety procedures to include safe working practices and chemical handling procedures applicable to school buildings.
4. Knowledge of effective practices for instructing, guiding and directing others in custodial duties and related tasks.
5. Knowledge of computer software, file maintenance and operations.
6. Ability to formulate work schedules, maintain accurate records and provide reports.
7. Ability to establish and maintain cooperative working relationships.

### **Experience and Training**

1. Completion of the 12th grade or equivalent
2. A minimum of four years experience in a responsible custodial position with at least two years in supervisory or leadership role (desired but not required)

-or-

3. Any combination of training and experience which would likely provide the required skill level.

### **License or Certificate**

Possession of a valid California driver's license.