

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE:** LEAD CUSTODIAN

**CLASSIFIED SALARY SCHEDULE:** Range 41

**DIRECT SUPERVISOR:** Director of Maintenance and Operations

**DEFINITION:** Under the limited supervision of the Director of Maintenance and Operations and in consultation with site administrators, leads, provides work guidance, and trains custodial staff at all sites; travels to all sites to perform duties; performs custodial duties at the high school and other sites under specific circumstances.

**DISTINGUISHING CHARACTERISTICS:** The **Lead Custodian** is distinguished from Custodian by being assigned district-wide, serving as the lead, directing the work of others, and providing training with a high level of independence. Custodians are assigned to a work site and take direction from the Lead.

**REPRESENTATIVE DUTIES:** *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Assists in ensuring the operational cleanliness and safety of facilities, adjacent grounds, and equipment by training and providing work guidance to custodial staff assigned to evening shifts at all District school sites and facilities; provides work guidance for all custodial staff during student break periods (i.e., summer) or during safety meetings.
- Confers with site administrators regarding custodial activities, priorities, and special event schedules and setups.
- Coordinates, and assigns work priorities to custodial staff and substitutes; prepares cleaning, maintenance, and work schedules when required.
- Provides training for new, substitute, and veteran custodial staff including but not limited to best practices and District expectations, OSHA safety standards, cleaning standards, and floor care.
- Directs the setup/take-down and arrangement of facilities for special events (i.e.; assemblies, athletic events, meetings) and community events, as necessary.
- Performs the duties of a Custodian in their absence when no substitute is available, when a site crew needs assistance, and setup/take-down for special events; custodial duties include but are not limited to cleaning and sanitizing classrooms, restrooms, cafeterias, gymnasiums, and cleaning adjacent grounds, performing minor repairs, and securing buildings.
- Inspects completed work of custodial crews for quality and safety compliance; reports safety hazards, and initiates maintenance work orders.
- Enforces OSHA safety standards, properly handles hazardous materials, and completes Safety Data Sheets (SDS).

- Operates a computer and assigned software to perform various job duties (i.e., work requests, supply orders, reviewing custodial budget); prepares reports as required.
- Tracks, orders, receives, stores, delivers, and issues necessary custodial supplies and equipment.
- Assists in emergency evacuations and fire safety inspections; checks fire extinguishers monthly for proper charge level and reports to appropriate personnel if charging is required.
- Operates standard office machines, including computer and program specific software.

#### **OTHER DUTIES:**

- Collaborates and serves as liaison with the Director regarding operational priorities, training program, and site needs.
- Participates in required District training and meetings.
- Performs other duties directly related to this job description as assigned by the supervisor.

#### **REQUIRED QUALIFICATIONS:**

**Education and Experience:** *Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be one of the following options:*

- Associate's degree from an accredited college or university and one (1) year of increasingly responsible experience working in a custodial or general maintenance position where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities; **OR**
- High school diploma or equivalent and three (3) years of increasingly responsible experience working in a custodial or general maintenance position where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities; **OR**
- Five (5) years of successful experience working in a custodial classification in the Pacific Grove USD where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities.

#### **Licenses and Other Requirements:**

- Valid California Driver's License.
- A driving record that meets the District's insurance requirements.
- Valid CPR/First Aid Certification within probationary period.

#### **Knowledge:**

- Requirements of maintaining school facilities in a safe, clean, and orderly condition.
- Methods, materials, and equipment appropriate for use in school facilities, including those for cleaning floors, carpets, furniture, walls, and fixtures.
- Proper methods of using, caring for, and storing custodial equipment, materials, and supplies.
- Appropriate safety precautions and procedures.
- Principles of training and directing the work of others.

- Basic computer operations.
- Basic math and record-keeping techniques.

### **Skills and Abilities:**

- Train, lead, and provide work direction to assigned custodial staff.
- Prepare work schedules.
- Use cleaning materials and operate custodial equipment safely and efficiently.
- Maintain tools and equipment in a safe and efficient manner.
- Observe and follow health and sanitation requirements.
- Understand and follow oral and written directions in English.
- Learn and implement applicable laws, codes, regulations, policies and procedures..
- Determine and meet schedules and timelines.
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties.
- Learn and use technology and computer software applications as appropriate to the work assignment.
- Establish and maintain cooperative and effective working relations with those contacted in the course of performing required duties.
- Use good judgment in recognizing scope of this position's authority.
- Remain flexible and focused during interruptions and distractions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently and collaboratively within a team setting while demonstrating leadership qualities.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Operate a vehicle, observing legal and defensive driving practices.
- Observe work quality and methodology of custodial staff and collaborate with the Director to identify necessary and appropriate training to ensure positive outcomes.

### **DESIRABLE QUALIFICATIONS:**

- Experience providing or training in customer service
- Experience working in a public school.

**PHYSICAL and MENTAL CHARACTERISTICS:** *Incorporated within one or more of the essential functions of this position are the following.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position.
- Sustain moderate to heavy physical effort for up to eight (8) hours.
- Stand and walk for extended periods of time.
- See for the purpose of the safe operation of equipment, reading instructions, labels, discern the accuracy of reports and documents, and reading a computer screen.
- Hearing sufficient to understand information and ideas presented through spoken words and sentences.

- Communicate information and ideas by speaking so others will understand, in person or on the telephone or radio.
- Bend at the waist, kneel, and crouch.
- Reach in all directions.
- Dexterity of the hands and fingers to operate custodial tools, equipment, and computer.
- Lift, push and pull custodial cart, equipment, materials, and supplies.
- Physical strength to lift and carry 30 lbs. and occasionally lift and carry equipment and supplies weighing up to 50 lbs. with assistance.
- Think clearly and rationally to solve problems, make good judgments and decisions.

**WORKING CONDITIONS AND HAZARDS:**

Primarily an indoor environment with some work outdoors and occasional inclement weather. Subject to travel between all District work sites. Health and safety considerations exist from physical labor, power tools and equipment, exposure to chemicals, solvents, detergents, fumes, dust, and odors. Day shift assignment during student break periods (i.e., winter and summer breaks) to assist with special projects may be required.

**NOTE:** *This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures*

**Ratified by CSEA: June 29, 2026**

**Adopted by the Board of Education: June 29, 2026**