

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: CUSTODIAL LEADER

TITLE #: 1200

DISTINGUISHING FEATURES OF THE CLASS: This is routine cleaning work that involves acting as a team leader in monitoring the activities of Custodial Workers and in assuring that all cleaning is accomplished. This class differs from that of Custodial Worker in that it allows for a minimum of supervisory responsibility and monitoring of Custodial Workers. The work is performed under the general direction of a Custodian or Head Custodian. Does related work as required.

TYPICAL WORK ACTIVITIES:

Instruct custodial workers in cleaning procedures and in the use of building cleaning supplies, materials and equipment;

Plans daily work schedules ensuring meeting requirements through inspection;

Requisitions and distributes supplies;

Reports need for repairs to supervisor;

Participates in performing work normally assigned to Custodial Workers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of building cleaning practices, supplies and equipment; ability to plan and supervise the work of other employees; ability to understand oral and written directions; dependability; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One (1) year of experience in building cleaning or routine building maintenance.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: Unknown

REVISED: 6/21/82

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