

Job Title: Lead Custodian (Evening Lead)

Wage/Hour Status: Nonexempt

Reports to: Head Custodian and Custodial Supervisor

Pay Grade: X4 / 261 Days

School Campus: High School

Date Revised: November, 2017

Primary Purpose:

Provides leadership, supervision, training and scheduling for the custodial employees assigned to his/her campus. Performs all tasks assigned by the principal and custodial supervisor. Handles any and all emergencies and routine cleaning tasks occurring daily.

Qualifications:

Minimum Education/Certification:

Ability to read and understand instructions in English.
High School Diploma, GED or equivalent

Special Knowledge/Skills:

1. Must have a valid current Texas Driver's License.
2. Knowledge of basic techniques of minor repairs, building and grounds maintenance.
3. Ability to operate and lift heavy equipment.
4. Knowledgeable with the safety precautions and handling of chemicals and cleaning supplies.

Minimum Experience:

Two years as a custodial worker.
Experience and knowledge with stripping and waxing floors is preferred.

Evaluations:

Performance of this job will be evaluated annually.

Major Responsibilities and Duties:

Align the major functions of the assignment with district goals such that all students succeed.

1. Follow cleaning schedule and procedures to maintain the cleanliness of classrooms, offices, cafeterias, restrooms, hallways, multi-purpose rooms, gyms, locker rooms and showers.
2. Maintain the cleanliness and safety of school buildings and grounds to include; sidewalks, driveways, parking lots, and playground areas.
3. Comply with local laws and procedures for storage and disposal of trash.
4. Assist Head Custodian in maintaining an inventory of cleaning supplies and equipment.
5. Ensure all interior and exterior walk-off mats are clean daily.
6. Assists with cafeteria set up, to include; arranging tables and chairs for breakfast, lunch and other campus events.
7. Move furniture or equipment within building as directed by Head Custodian.
8. Ability to use a ladder safely, change ceiling tiles and replace light bulbs that may be safely reached with an 8 FT ladder.
9. Assist with opening and closing school building each school day.
10. Follow established procedures for locking, checking, and safeguarding facilities.
11. Check daily to ensure that all entry doors are shut and locked after school hours.
12. Inspect machines and equipment prior to use for safety and efficiency.

13. Follow established safety procedures and techniques to perform job duties to include; lifting, use of ladders and operation of custodial equipment.
14. Correct unsafe conditions and report any conditions that are not immediately correctable to the Head Custodian or Custodial Supervisor immediately.
15. Use laundry washer and dryer to wash and dry mops and cleaning cloths.
16. Performs assigned cleaning duties.
17. Trains custodians on the proper use of cleaning supplies, equipment and cleaning techniques.
18. Inspect building daily to determine that high standards of workmanship, safety and cleanliness are maintained.
19. Maintains schedules of work for each individual.
20. Confers with Custodial Supervisor regarding custodial work schedules.
21. Confers with building principal and Custodial Supervisor regarding campus events and takes necessary steps to support scheduled campus events.
22. Responsible for closing the building each school day. Ensures that all doors and windows are secure, and all lights are off except those that remain on for safety reasons.
23. Assists Head Custodian with submitting monthly inventory and orders for custodial supply's needed in advance, allowing sufficient time for delivery, to ensure there are no interruptions in custodial performance, daily operations and special events.
24. Responsible for the cleanliness and organization of custodial cleaning closets, proper storage of custodial equipment.
25. Must maintain regular and reliable attendance.
26. Must be able to work longer hours and on weekends as needed.
27. Performs other duties as assigned.

Supervisory Responsibilities:

Provides daily supervision of the assigned evening custodial employees. Ensures employees are; following proper cleaning procedures, performing cleaning assignments, wearing required personal protective equipment (PPE), following manufacture operating instructions for use of equipment and cleaning supplies.

Safety:

Follow Custodial Procedure Manual safety rules at all times.
Follow all equipment manufacture safety instructions.
Keep building and premises including sidewalks, driveways, parking lots and play areas neat, clean and safe at all times.

EQUIPMENT USED:

Buffer, vacuum cleaner, wet and dry vacuum cleaner, floor auto scrubber, propane burnisher, carpet extractor, KaiVac (touch free restroom cleaner), laundry washing machine, laundry dryer, cordless rechargeable drill, hand tools, leaf blower, ladder, desk dolly, table dolly, dolly.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, stooping, bending, kneeling and reaching, heavy lifting and carrying. **Must be able to lift 50 pounds.** Work in tiring and uncomfortable positions; around electrical power; outside and inside; on slippery or uneven walking surfaces, ladders, lifts and scaffolding; and around machinery with moving parts. Exposure to hot and cold temperatures, excessive noises, dust, debris, fumes and toxic chemicals. Frequent districtwide travel.

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, martial or veteran status, medical condition, or disability, or any other legally protected reason.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____