

Lead Custodian

Purpose Statement

The job of Lead Custodian is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public at a School; providing equipment and furniture arrangements for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; and directing cleaners and other employees as may be required.

This job reports to Unit Operations Manager.

Essential Functions

- Arranges furnishings and equipment (e.g. music stands, folding chairs, risers on stage, benches, etc.) for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Attends in service training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving and conveying information on new and/or improved procedures.
- Cleans assigned school facilities (e.g. classrooms, offices, restrooms, multipurpose rooms, grounds, carpets, removes graffiti, windows, walls, restrooms, furniture, etc.) for the purpose of maintaining a sanitary, safe and attractive environment at a Middle School or District Office.
- Directs cleaners, substitutes and other workers as may be required for the purpose of maximizing the efficiency of the workforce and meeting shift requirements.
- Distributes supplies and equipment for the purpose of disseminating materials to appropriate parties.
- Inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly stock facilities.
- Performs functions of the Unit Manager for the purpose of providing coverage when Unit Managers is on vacation or not available.
- Repairs furniture and equipment as maybe required (e.g. heating filters, lights, switches, unclogging drains, sinks, toilets, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds (e.g. locks gates, sets, alarms, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to the district.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job

conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: supervising techniques; methods of industrial cleaning; safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

IVP Fingerprint Clearance Card
Required/Measles/Rubella
Immunity/Vaccination/Valid form I-9

FLSA Status	Approval Date	Salary Grade
Non Exempt		22