



## **Littleton Elementary School District Position Description**

**TITLE: Custodian Lead**

**CLASSIFICATION: Non-Exempt GRADE 8**

**GENERAL STATEMENT OF RESPONSIBILITIES:** To perform assigned custodial duties and minor repairs, and stock kitchen supplies as directed.

### **PRINCIPLE DUTIES: (essential functions)**

- Working independently, performs routine cleaning, restroom sanitation, floor care, and trash disposal in assigned District facilities.
- Plans and coordinates duties and assignments of Custodians.
- Sweeps sidewalks, and picks up litter from around buildings and grounds; may assist with maintenance of grounds and landscaping.
- Opens, closes, locks and unlocks facilities as needed; sets up and takes down meeting rooms.
- Responds as required to perform emergency cleaning work.
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition; completes minor repairs on cleaning equipment as needed.
- Performs minor semi-skilled and unskilled interior building maintenance and repairs.
- Coordinates major cleaning projects for facilities as needed.
- Processes and assigns work orders; completes required daily logs and reports.
- Recognizes and reports unsafe conditions.
- Performs other duties as assigned.

### **KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of District policies and procedures.

Knowledge of methods used in the cleaning and maintenance of floor surfaces and building interiors.

Knowledge of materials, equipment and chemicals used in cleaning work.

Knowledge of proper use and storage of chemicals, including OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace.

Knowledge of safety rules and regulations.

Skill in working independently to complete daily activities according to work schedule.

Skill in following and maintaining safety standards.

Skill in assigning and leading the work of others.

Skill in safely operating and maintaining building and grounds maintenance equipment and tools.

Skill in closely following verbal and written instructions and procedures.

Skill in establishing and maintaining effective relationships with co-workers and others.

**PHYSICAL REQUIREMENTS:** Moderate physical demands; work is performed in a commercial kitchen work environment, with risk of burns and cuts; frequent lifting, carrying, and moving up to 50 pound containers of food preparation materials and equipment.

**MINIMUM QUALIFICATIONS:** High school diploma or GED equivalent preferred; AND two (2) year's custodian experience; OR an equivalent combination of education and experience that provides the required knowledge and skill.

**REQUIRED LICENSE/CERTIFICATION:** Valid State of Arizona Driver's License.

**TERMS OF EMPLOYMENT:** Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_