

Richfield Public Schools

Position Title: Night Lead Custodian / RHS
Department / Unit: Middle School
Accountable To: Head Custodian, Director of Buildings / Grounds & Transportation & Principal
Date of Latest Revision: March 2008

I. PURPOSE OF THE POSITION

To provide effective, ongoing work direction for the evening/night custodial staff assigned to the middle school site and also perform custodial / minor maintenance responsibilities as scheduled or required to maintain the site plant and grounds in a condition of operating excellence for full educational and community use.

II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Works closely with the Head Custodian in planning and thereafter assuming overall coordination of the senior high evening/night custodial staff including setting and communicating the priority of work assignments; resolving problems and providing effective, ongoing work direction.
- D. Participates in the orientation and training of new evening/night custodial staff to help ensure a uniform understanding of job content and expectations.
- E. Establishes and communicates work schedules, project priorities and other important information for the evening/night custodial staff based on decisions made with the Head Custodian in a manner that will make the best use of available personnel and materials and ensure that general work responsibilities and specific projects are completed as expected.
- F. Ensures that custodial work of the evening/night staff is scheduled around use of the building facilities whenever possible and will assist the individual in charge of scheduled night building activities to help minimize any problems with the facilities or disruptions due to custodial work projects.
- G. Instructs custodial staff and demonstrates procedures and techniques to help ensure a uniform understanding and approach to work assignments that will meet expected quality and timeliness standards.
- H. Monitors results being achieved, evaluating individual and collective performance of the evening/night custodial staff, providing them ongoing feedback on work well done or taking corrective actions required to meet established quality and timeliness standards.
- I. Monitors time sheets to help ensure an accurate and consistent reporting of work time versus work activities observed as completed to expected standards during each evening/night shift.
- J. Keeps the Head Custodian informed on all important matters regarding staffing, evening/night custodial work activities, and promptly notifies the Head Custodian, Director or Principal about any unsafe or maintenance problems.

- K. Assumes operational responsibility for the site's heating and ventilating systems during all assigned work shifts and promptly takes corrective action or calls for technical assistance when required.
- L. Performs custodial and minor maintenance work activities to cover absences or as needed to complete work projects on time as expected.
- M. Emphasizes to the evening/night custodial staff the importance of developing and maintaining a good public image with all those using the facilities.

Performs other job related responsibilities as assigned.

III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position.
 - High School or GED equivalent and at least five years' experience, including some work direction responsibility, as a school custodian or equivalent custodial services experience, including work direction responsibility, in a comparable non-public school setting.
 - State of Minnesota 2-C boiler licensure is required.
 - Demonstrated knowledge and experience in the proper operation and maintenance of HVAC, security, fire protection, and other building systems.
 - Demonstrated ability to provide effective work direction and instruct others on established custodial and maintenance procedures and processes.
 - Demonstrated ability to quickly and correctly monitor, troubleshoot operating systems or physical plant problems and perform or get assistance with corrective measures.
 - Demonstrated strength and stamina to perform all the physical lifting and moving of equipment, materials and supplies as required in this position.

IV. WORK ENVIRONMENT

- The typical work environment is a combination of inside and outside work in all seasons. The noise level varies from low to high depending on activities being performed. The work environment varies daily but can expose the incumbent to recognized hazards of performing custodial and maintenance responsibilities of this position.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.