



**POSITION DESCRIPTION  
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Night Lead Custodian	<b>Department:</b> Activities/Facilities	<b>Bargaining Unit:</b> Custodial
<b>Immediate Supervisor:</b> Director of Activities/Facilities	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Non-Exempt

**Job Summary:**

Under the direction of the Director of Athletics/Activities/Facilities and the guidance of the District Engineer, the Night Lead Custodian is responsible for coordinating and leading evening custodial personnel engaged in the cleaning, maintenance, set-up and tear down of evening events/meetings/activities.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works with the District Engineer in getting any special work orders or specific assignments for the coming shift. Determines the evening priorities and makes assignments to custodial personnel. Monitors and reviews staff activities to assure the execution of work assignments and organizational standards.
- Assists and participates in the performance and conduct of cleaning and custodial tasks within the building. Performs such tasks as:
  - a) Cleans, sweeps and mops hallways, classrooms and stairwells.
  - b) Scrubs, waxes and/or mops all floors.
  - c) Compiles and removes all garbage from assigned floor(s) to dumpsters.
  - d) Vacuums rugs and classrooms on assigned floor.
  - e) Maintains, cleans, and sanitizes assigned bathrooms, sinks and mirrors.
  - f) Maintains cafeteria tables and chairs.
- Coordinates and participates in the set up and tear down of equipment required for sporting events in the gym, meetings or other special events that occur in the building during the shift.
- Orders custodial supplies and materials assuring a proper stock of needed supplies and materials.
- Informs the District Engineer of any maintenance, building or repair needs or concerns identified.
- Performs other duties of a comparable level or type, as required.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>
	2nd year graduate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Requires a minimum of 2 years custodial experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Requires a MN driver's license or evidence of equivalent mobility. May be required to obtain an appropriate Boiler License (Special Class)	
<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS :</b>			
	<b>Titles of Positions Directly Supervised</b>		<b># of Employees</b>
<b>TOTAL</b>			
<b>INDIRECT SUPERVISION:</b>			
<b>Number of employees indirectly supervised:</b> Custodians			<b>Total:</b> 3

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Establishing and maintaining effective working relationships with building administrators, building staff, students, and operations personnel.</li> <li>• Following assigned custodial schedules and assignments in accordance with department standards and requirements.</li> <li>• Delegating, coordinating, leading and monitoring custodial staff in cleaning and/or event schedules.</li> <li>• Ability to learn, check and operate HVAC and security in building.</li> <li>• Using and operating cleaning equipment and tools (e.g. scrubbers, buffers, vacuums, hand tools, etc.).</li> <li>• Reading, understanding, and following health and safety procedures and written instructions.</li> <li>• Coordinating and assisting in the setting up of equipment for sporting events, evening events or meetings.</li> <li>• Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.</li> </ul>
--	--

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk				X	Up to 25 lbs		X		
Sit	X				Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl			X						
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Medium Work:**  
Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

<b>HAZARDOUS WORKING CONDITIONS</b>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption.</p> <p>The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures.</p>
-------------------------------------	--

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared 4/2015 by BCC; Updated 6/2015