

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE – SECOND SHIFT LEAD CUSTODIAN**

QUALIFICATIONS

Possession of a high school diploma or equivalent.

Possession of strong leadership skills.

Ability to read, speak, and communicate to comply with all Labor and Industry regulations.

Ability to be reached and work a flexible schedule when needed.

Possession of proven housekeeping experience.

SKILL PREPARATION

Ability to lead the second shift crew in a positive fashion and delegate work tasks.

Ability to lift items weighing up to 50 pounds and ability to use a ladder.

Ability to be cooperative and service oriented.

Ability to work in a team environment and maintain a positive attitude.

Ability to utilize appropriate written and verbal communication skills, as well as appropriate interpersonal skills.

DUTIES AND RESPONSIBILITIES

Be responsible to Head Custodian for the completion of all assigned duties with accuracy, professionalism, and confidentiality.

Work in a staff relationship with all staff members.

Assist in the recruitment, assignment, transfer, or dismissal of second shift custodial personnel.

Supervise directly and indirectly the work of all second shift custodial employees in the building.

Assist the head custodian with evaluations annually in writing on the performance of all second shift custodial staff.

Responsible for preparation and set up for events occurring during second shift hours.

Clean designated area.

Perform basic plumbing, electrical, and mechanical repairs. Report needed repairs outside ability.

Responsible to secure all building windows and doors.

Examine the building on a regular basis for needed repairs and maintenance work.

Maintain records of repairs and second shift staff issues, to be reported to the Head Custodian.

Coordinate snow removal and appropriate treatment of driveway and walkway surfaces; assist with removal of snow.

Conduct periodic inspections of the building and grounds to ensure safety.

Attend conferences, as assigned, to keep informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, encouraging innovation and experimentation, as appropriate.

Meet weekly with the Head Custodian to discuss and coordinate the custodial/maintenance programs for the building.

Discharge all other assignments delegated by the Head Custodian.

### EVALUATION

Evaluation will be conducted annually by the Head Custodian in the areas of core competencies and position performance.