

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

LEAD CUSTODIAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Prior custodial and / or supervisory experience beneficial.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of job related maintenance and cleaning equipment. Assist the District Custodial Supervisor and his or her assistant supervising and directing custodial, light maintenance and site services in a school area. Helps plan, assign and supervise the work of varying numbers of employees engaged in a variety of routine housekeeping and similar tasks. Duties require some independent judgment in planning work methods, scheduling work and checking the work of other custodians.

REPORTS TO:

Principal and District Custodial Supervisor or Coordinating Custodian or Assistant District Custodial Supervisor.

EVALUATED BY:

District Custodial Supervisor with strong input from building principal.

JOB GOAL

To assist in coordinating the activities of the building custodians in a manner that promotes a safe, clean and positive school site while functioning as a working custodian.

SUPERVISES:

Custodial Staff as assigned; provides information as required to the District Custodial Supervisor and his or her assistant.

PERFORMANCE RESPONSIBILITIES:

- * (1) (Assess minor and routine maintenance / repair of plumbing, painting, carpentry, electrical, and heating and air conditioning systems. Coordinate and initiate such work with District Custodial Supervisor and his or her assistant.)
- * (2) Assist in training new employees in proper cleaning techniques.
- * (3) Helps maintain grounds in a clean and safe condition.
- * (4) Behaves tactfully with faculty, students and fellow custodians.
- * (5) Provides pertinent information to custodial staff as directed.
- * (6) Actively participates in meeting with the District Custodian.
- * (7) (Inspect fire extinguishers on a regular basis and reports information of same to District Custodial Supervisor and his or her assistant.)
- * (8) Must use personal protective equipment as prescribed by product labeling material safety data sheets and OSHA Guidelines
- * (9) Learn how to use and maintain sophisticated equipment and assist other custodians as necessary.

LEAD CUSTODIAN (Continued)

- *(10) Serve as a building liaison between the District Custodial Supervisor (and his or her assistant) and other building custodians, working together to establish a clean and safe work environment.
- *(11) Open and secure buildings and gates or assign task to a responsible employee.(perform the more difficult custodial operations.)
- *(12) Request materials and supplies needed in areas of assignment for all custodians.
- *(13) Use effective, positive interpersonal communication skills.
- *(14) Perform heavy cleaning activities (scrub, mop, wax, polish, dust, wash windows, etc) as assigned.
- *(15) Complete work on schedule and according to established standards.
- *(16) Distribute materials and supplies as directed.
- *(17) Move furniture and equipment as directed.
- *(18) Report repairs as directed.
- (19) Report all damage and major repairs to supervisor immediately.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 8

Salary Lane: Support PDZ-1