

NIGHT LEAD CUSTODIAN (HIGH SCHOOL)

Position Title: Custodial Services

Location: Assigned School(s)

Reports to: District Administrator(s)

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The lead custodian supports the Head Custodian by providing lead responsibilities during assigned shifts. Like the Head Custodian, the Lead Custodian is an essential role in maintaining the building and physical plant, and supporting a learning environment that promotes health, attitude and pride of students. In addition to regular building maintenance functions, the lead custodian provides direct support to classroom teachers in set up and maintenance of furniture and equipment. The lead custodian also serves as a role model for students by displaying a professional, courteous, and helpful nature. Provides support and works closely with building administrator during day and evening activities.

Part II: Supervision and Controls over the Work:

The Lead Custodian receives overall direction from the Head Custodian and administrative direction from school administrators who are on-sight during the assigned shift. The lead custodian operates within district and school policies and procedures, and by applying acceptable custodial standards, Labor and Industry standards, and OSHA standards. Reviews the master calendar to prepare for evening/weekend events to ensure adequate resources.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Cleaning Functions:
 - a. Sweeps, mops, vacuums, scrubs, and refinishes floors; clean, dust and polish furniture; wash windows and walls; clean restrooms; dispose of rubbish, change lights, etc.; make certain all areas of the building are kept in a clean, sanitary and orderly condition according to industry and/or district standards.
 - b. Pick up litter within the schools and on school grounds.

- c. Assures safety during inclement weather to including shoveling, salting, providing slip protection on wet floors, securing against wind damage, snow removal from roofs, etc.
- d. Applies cleaning chemicals according to established safety procedures.
- e. Adheres to safety measures for cleaning, lifting, moving, and operating equipment.
- f. Performs minor repair and maintenance as authorized by district maintenance staff.

2. Administrative Functions

- a. Coordinates with the Head Custodian in initiating maintenance service requests according to district procedures. Follows-through to assure that maintenance is performed in a timely manner.
- b. Assists Head Custodian in maintaining inventory and requesting cleaning supplies and materials needed to accomplish assigned tasks.
- c. Maintains awareness of energy conservation and make suggestions of methods and procedures to consider energy.
- d. Secures equipment and supplies and protects against pilferage, loss, theft, or abuse.

3. Safety and Security: Assist Head Custodian in the following:

- a. Periodically inspects, or otherwise maintains awareness of, facility and equipment to detect and prevent injuries or damage.
- b. Maintain control of keys for the facility and distribute to staff as required.
- c. Secures school building to insure proper building security at all times. Lock, secure and code out building at end of shift.
- d. Verifies that emergency equipment is maintained and repaired as need be.
- e. May assist with implementing emergency planning and response.

4. Lead Functions

- a. Provides direction, feedback, and guidance that will enable crews to perform their job requirements as directed by both the building administrators and the Director of Maintenance.
- b. Advises Head Custodian and building principal on matters relating to mechanical equipment and/or building maintenance.

Perform other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must demonstrate the ability to work in a culturally diverse environment, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Ability to communicate and maintain good working relations with all District employees, vendors, contractors, and public entities.

- High School graduation or equivalent.
- Two years' experience as a custodian. Strong knowledge of cleaning techniques, materials, and equipment.
- Ability to work with frequent interruptions. Ability to meet tight time constraints and deadlines.
- Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work-day standing, lifting, and walking. Ability to lift up to 50 pounds and move heavier materials using appropriate equipment.
- Ability to communicate in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc.
- May be trained in first aid certification/CPR and defibrillator training.

Part V: Desired Qualifications:

- Bilingual and bicultural skills.
- Ability to operate power equipment and maintain lift certification.
- Experience with and knowledge of: intrusion alarms, automatic fire alarm/sprinkler systems, HVAC systems and controls.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, move about, communicate, hear and speak. Noise level may be high when operating power equipment.
- Employee may be required to work in restricted spaces to include crawling and/or climbing as working at heights. Required to stand, be on feet, and move around for a full work shift
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee is required to properly use and update knowledge of safety equipment as is appropriate to the work to prevent injury to self or others.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is exposed to wet and/or humid conditions, fumes or airborne particles.
- Occasionally exposed to toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.