

POSITION DESCRIPTION	Mount Gilead Exempted Schools
	DEPARTMENT: Facilities Management

JOB TITLE: <i>Lead Custodian</i>	<input type="checkbox"/> <i>Exempt</i> <input checked="" type="checkbox"/> <i>Non Exempt</i>	SUPERVISOR: Director of Operations
Issuing Date of Job Description:		
		Key for Physical Demands: <i>% of an 8 hour shift</i> <i>Rarely – (1 time)</i> <i>Infrequent – (<1%)</i> <i>Occasional- (1-33%)</i> <i>Frequent- (34-66%)</i> <i>Constant- (67-100%)</i>

Job Duties	
<ul style="list-style-type: none"> ● Check buildings daily to ensure they are being cleaned daily by the custodians and maintain a written log of these checks ● Assist the Director of Operations in the training of new and existing staff. ● Assign substitute custodians or align full time custodians to cover a shift/essential needs in the absence of a full time custodian. ● Perform evaluations of district custodians ● Attend meetings as requested and hold them as needed with your team ● Proficient in the cleaning & disinfecting of bathrooms, locker rooms, weight rooms, clinics, training rooms, classrooms, offices, gymnasiums, hallways, elevators, stairwells, etc. through the use of established practices and procedures. ● Proficient in the processes of stripping, cleaning, top scrubbing, screening, apply floor restorer/spray buff, the application of floor finishes, and burnishing of hard-floor surfaces ● Proficient in the cleaning of carpets including walk-off mats by utilizing vacuum cleaners, carpet spotters, extractors, etc. ● Proficient in keeping all horizontal surfaces, walls, desks, interior/exterior door glass & wall-base free of dirt/dust & free of smudges 	<ul style="list-style-type: none"> ● Launder cleaning rags, dust mops, etc. & assists in stocking custodial closets ● Secure and unsecure assigned doors and windows as well as report all unauthorized occupants and turn on/off lights when appropriate. ● Submit work requests for repairs and safety issues ● Oversee and assist in the direction of student workers ● Maintain inventory control as well as the security of supplies and equipment ● Remove snow or debris from sidewalks and entranceways within fifty (50) feet of the buildings. ● Recommends purchase of cleaning equipment and materials and maintains the inventory supply room. ● Coordinates events with custodians to ensure they are set up and torn down correctly and efficiently ● Occasionally this position will be required to set up and tear down for events ● Unload delivery vehicles as well as move furniture, equipment, supplies, and tools. ● Oversee the daily cleaning of the cafeterias and assist as required ● Clean the high school and middle school offices ● Coordinate, schedule, and maintain records of the preventive maintenance for all custodial equipment ● Performs related duties as assigned

Minimum Acceptable Characteristics & Physical Demand Qualifications	
<p>Knowledge of:</p> <ul style="list-style-type: none"> ● Medical policies and procedures, which include, but are not limited to: blood borne pathogens as appropriate to the facilities department & the district ● Emergency procedures and safety issues, building & health codes, regulations, and standards to promote a safe and secure building environment. ● Applicable standards of environmental health and safety, pertinent federal, state and local health and safety laws 	<p>Ability to:</p> <ul style="list-style-type: none"> ● Provide strong communication within the school district including your evaluator and those you evaluate. ● Assure work environment practices are in compliance with legal and regulatory requirements and district policy ● Provide excellent customer service and resolve complaints ● Establish a positive atmosphere as a custodian ● Demonstrates ability to maintain work flow and complete daily assignments.
<p>Skill in:</p> <ul style="list-style-type: none"> ● Demonstrating professional behavior. ● Providing excellent customer service and resolving problems ● Detaching from issues and seeing them objectively as appropriate to the Facilities Department. ● Dealing with several variables, multi-tasking, and determining a specific course of action ● Communicate accurate information in a meaningful, concise and accurate way using both written and verbal skills ● Reading, interpreting, and comprehending written and verbal instructions ● Organization and attention to detail 	<p>Physical Demands:</p> <ul style="list-style-type: none"> ● Constantly required to reach with hands and arms, stand, talk or hear ● Constantly walk; and use hands to finger, handle, feel, or operate objects, tools, or controls, climb or balance; stoop kneel, crouch, or crawl. ● Occasionally required to lift and/or move up to 75lbs. ● Frequently required to lift and/or move up to 50lbs ● Constantly use specific vision abilities to include close vision and the ability to adjust focus. ● Frequent use of far visual acuity, depth perception, and field of vision. ● Occasionally required to snow removal for walkways and entrances ● Frequently required to use a step ladder up to 10'
<p>Explanation of special working conditions: While performing the duties of this job, the employee will occasionally work near moving parts as well as use battery operated lifts reaching heights of thirty (30) feet. The employee will occasionally be exposed to wet and/or humid conditions, airborne particles and inclement weather. The employee is occasionally exposed to the risk of electrical shock. The noise level is consistently at the moderate level, while occasionally reaching very loud levels.</p>	
<p>Preferred Qualifications: Associate Degree in Management or equivalent years of experience, 5-10 years cleaning experience, 2-4 years equipment & cleaning chemical training experience, and 3-5 years' experience using Microsoft Office.</p> <p>Minimum Qualifications: High School diploma or equivalent</p>	
	<p>SIGNATURE OF MGEVS EMPLOYEE: Employee's Signature: _____ _____ Date: _____ Print Name: _____</p>

The above information on this description indicates the general nature and level of work performed by employees within this job. It is not intended to be a comprehensive inventory of all duties and responsibilities.