Inter-Lakes School District
Job Description

Title: Lead Custodian, Second Shift	**Date Revised: July 1, 2018**
Classification: Non Bargaining, Non-Exempt	**Terms of Employment: Full-time**
Reports To: Director of Facilities	**Supervises: Custodians**

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Two years' experience as a custodian. Strong knowledge of cleaning techniques, materials and equipment.
3. Hold and maintain a valid state driver's license.

JOB OBJECTIVE:

The Second Shift Lead Custodian will collaborate daily with the First Shift Lead Custodian for all setups required. The Second Shift Lead Custodian is responsible for the execution of all evening cleaning, and will supervise the second shift custodians to ensure the building is maintained in a healthy, safe and sanitary manner.

ESSENTIAL JOB FUNCTIONS*:

1. Trains and provides work direction to assigned custodial staff; assures proper coverage for work hours and specials events.
2. Communicates with the second shift custodians all relevant information with regards to evening activities.
3. Communicates with the First Shift Lead Custodian all necessary information for a successful shift transition.
4. Communicates with Director of Facilities and staff to insure the custodial staff are adequately maintaining the building.
5. Washes, cleans, and vacuums all interior portions of the assigned building in accordance with the daily activity cleaning assignments set forth.
6. Pick up paper and other debris from school grounds, walkways and areas adjacent to school building(s); empty waste receptacles; replace trash liners.
7. Sets up and disassembles rooms for various school functions.
8. Ensures the building(s) are secured/locked throughout the shift and security standards are adhered to. Conducts door checks periodically throughout the shift and ensures all doors are properly secured before leaving the building. Reports any safety concerns immediately to administration.
9. Accepts deliveries and/or picks up supplies for the building on an as needed basis.
10. Cleans and disinfects all rest rooms and water fountains as set by cleaning routine.
11. During inclement weather, monitors all walkways for safety and chemically treats walkways to assure safety of students, staff and visitors during the winter months.
12. Strips floors and re-applies waxes onto existing tile floors during the school year and summer months.
13. Assumes other duties, as assigned, to promote a positive, clean and safe learning environment.

SKILLS

1. Ability to read and comprehend instructions, short correspondence and memos.
2. Ability to write basic correspondence.
3. Ability to operate a computer including the use of email and reservation software.
4. Ability to effectively present information in one-on-one and small group situations to co-workers, supervisors and other employees of the district.
5. Ability to work with frequent interruptions. Ability to meet tight time constraints and deadlines.

WORKING CONDITIONS:

1. Normal school environment.
2. Minimal travel required.
3. Ability to exert fifty (50) pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

4. Ability to stoop, climb, stand for long periods of time and perform strenuous physical labor, physical mobility, and stamina to participate in activities.
5. Occasionally works in outside weather conditions. Performs tasks and duties in various adverse weather conditions.
6. Occasionally exposed to toxic or caustic chemicals (bleach). 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.

OTHER:
Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and actives may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

_____ _____
Employee Name (Print) Date

_____
Employee Signature

***External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**