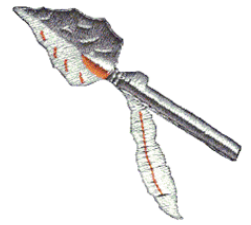


SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

LEAD CUSTODIAN - MIDDLE/HIGH SCHOOL

Range Assignment: 18

Qualifications:

- Knowledge of methods, materials, and equipment related to cleaning and maintenance common to schools.
- Work without direct supervision, set priorities, maintains schedules, organize tasks, coordinate and instruct the work of others.
- Knowledge of essential duties of a Lead Custodian.
- High School diploma or equivalent.
- Two years in a responsible position involving cleaning and maintaining building areas of 50,000 sq. ft. or more.

Reports to: Building Principal/Facilities Manager

General Description of Position:

Under the general supervision of the site principal, oversees and personally performs work required to maintain the school, related buildings and adjacent grounds in a safe sanitary and orderly condition. Performs a variety of custodial, grounds keeping, minor repairs, and related tasks associated with the upkeep of the facilities and grounds.

Performance Responsibilities (essential job functions):

- Confers with and keeps the principal informed on matters relating to the overall health, safety and operating condition of the school site and associated re-locatable buildings
- Assumes responsibilities associated with maintaining the condition of the school in keeping with the established standards of safety, sanitation, orderliness and operating condition
- Performs general site inspections, records and reports discrepancies, generates work requests
- Performs the full range of custodial functions as required to maintain the cleanliness and sanitation of all facilities and spaces at the site
- Performs minor repairs of the type requiring common hand tools, limited materials, and general handyman skills
- Performs outside services, which include but are not limited to sweeping of sidewalks and curbs, pickup of debris from grounds and play areas, waters planters and small lawn areas
- Directs, oversees and guides the work of other assigned custodians to include substitute personnel with direction of site principal
- Operates, maintains and controls custodial equipment

- Orders custodial supplies and equipment; with direction of Maintenance Department, Facilities Manager, controls use and storage of consumable supplies and materials
- Maintains records, provides reports
- Assists with cafeteria commodities, etc., and storing them as requested by the Cook Manager
- Communicates and works cooperatively with other members of the staff
- Presents a positive attitude by appearance, personal neatness and personal habits
- Is punctual and maintains regular attendance
- Performs other related duties as required or assigned.
- Adheres to all district health and safety policies

Physical Requirements:

The physical demands 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 regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk to hear. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 90 pounds.

Physical requirements for essential responsibilities:

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)
 F – Frequently (2.5 – 5.5 hrs per day)
 N/A – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)
 C – Continually (5.5 – 8 hrs per day)

| Physical Requirements | N/A | R | O | F | C |
|--------------------------------|------------|----------|----------|----------|----------|
| Sitting | | X | | | |
| Stationary Standing | | | X | | |
| Walking (level surface) | | | | X | |
| Walking (uneven surface) | | | X | | |
| Crawling | | X | | | |
| Crouching (bend at knees) | | | X | | |
| Stooping (bend at waist) | | | | X | |
| Twisting (knees/waist/neck) | | | | X | |
| Climbing (stairs) | | | X | | |
| Climbing (ladder) | | | X | | |
| Reaching overhead | | | X | | |
| Reaching extension | | | X | | |
| Repetitive use arms | | | | | X |
| Repetitive use wrists | | | | | X |
| Repetitive use hands grasping | | | | X | |
| Repetitive use hands squeezing | | | | X | |
| Fine manipulation | | | | X | |
| Using foot control | X | | | | |

| | | | | | |
|--|--|--|---|--|--|
| Pushing/pulling Max weight: 90 lbs | | | X | | |
| Lifting/Carrying Max weight: 90 lbs | | | X | | |
| | | | | | |

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually loud.

Terms of Employment:

12 months/year. Probationary period, as noted in Bargaining Agreement. Salary and work year according to current schedule. Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I, _____ have read and understand the above requirements for this job position.

Signature _____ Date _____