



# South Lane School District

## Job Description

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**Job Title:** Lead Custodian  
**Assignment:** Elementary school, middle school, high school, other buildings  
**Reports To:** Maintenance Supervisor  
**Evaluated By:** Maintenance Supervisor

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### JOB SUMMARY

This position completes a variety of tasks in the general care of assigned school and surrounding grounds. Provides safe and clean school buildings for students, staff, and community.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Follows and maintains knowledge of all applicable District policy(ies) and procedures.
2. Keeps calendar of school events and functions, and manages special projects and school events as assigned by principal.
3. Modifies schedule to accommodate school and community use of building as well as break and recess periods when schools are closed.
4. Sets cleaning standards and assigns cleaning areas in building (with assistance of supervisor)
5. Cleans areas as assigned (i.e. rooms, halls, offices, rest rooms, cafeteria, parking lots etc.).
6. Collects recycling and trash from assigned areas.
7. Performs routine maintenance and makes minor repairs (i.e., sinks, door handles, lockers, change light bulbs below 12 feet, etc).
8. Cleans up spills (including bodily fluids) in safe and appropriate manner.
9. Creates work orders for maintenance repairs, and responds to special requests for custodial services from staff members with supervisor approval.
10. Reviews department timesheets for accuracy
11. Arranges substitutes for absent employees
12. Makes sure SDS sheets are in the proper locations throughout the buildings and kept up to date.
13. Inspects playground equipment.
14. Prepares buildings for start of day, including raising the flag.(Day lead/custodian)
15. Attends work regularly and is punctual.
16. Maintains and orders cleaning equipment and supplies.
17. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
18. Maintains appropriate certifications and training hours as required.
19. Secures building, including locks, doors, and windows, lowers flags as assigned.
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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Assists maintenance as necessary.
2. May serve on safety committee.

3. Sets-up traffic signs.
4. Attends staff meetings and in-service trainings.

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### **SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment. Check all time cards from crew and fax to Maintenance Supervisor. Reviews time off requests and sends to Maintenance Supervisor for approval.

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### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED). Thorough working knowledge of custodial work, including cleaning methods and materials and the use of custodial equipment equivalent to that gained in one year of experience. Previous experience working in sanitation or custodial position preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact with students, staff and parents appropriately. Creates a warm and welcoming atmosphere for students and staff.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to follow written directions.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving a several variables in a variety of situations.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail, database, spreadsheets and word processing software. Ability to appropriately communicate with students, teachers, administrators, parents and members of the community. Ability to exercise good judgment on a moments notice to protect the safety and welfare of students.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including ability to obtain a valid CPR/First Aid card and a valid Oregon Drivers license. Previous hazardous materials and asbestos training preferred.

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### **PHYSICAL DEMANDS**

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 talk or hear. The employee is frequently required to walk; use hands for fine manipulation, handle or feel; reach with hands and arms; stand and stoop, kneel, crouch or crawl. The employee is occasionally required to sit, climb or balance on and smell. The employee must regularly lift and/or move up to 50 pounds and occasionally more than 100 pounds. Anything over 50lbs. two people required. Specific vision abilities required by this job

include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision. Demonstrate strength and dexterity to operate cleaning, hand and power tools and yard maintenance machinery.

**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.

The noise level in the work environment is usually low to moderate, but occasionally high. The employee is exposed to a variety of conditions including: wet or humid, work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals, outdoor weather conditions, risk of electrical shock and vibration.

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**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee	Prepared Date: March 2014
Adopted By: SLSD School Board	Review Date: May 2017

I have read and understand this job description.

**Signature:**

**Date:**

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