



Team Lead Custodian (High School)

Purpose Statement

The role of Team Lead Custodian (High School) involves ensuring a clean, safe, and inviting environment for students, staff, and visitors. This includes overseeing the preparation of facilities for classroom activities and campus events, performing a variety of special cleaning operations, and supporting assigned custodians in their duties to ensure tasks are completed efficiently and safely.

Supervisory Relationship

Reports to: Custodial Supervisor III

Essential Functions

- **Cleaning:** Maintain cleanliness of classrooms, offices, gym, restrooms, multipurpose rooms, and grounds to ensure a sanitary, safe, and attractive environment.
- **Training and Drills:** Conduct various training and drills with students and staff (e.g., fire, intruder, earthquake, health and safety) to ensure emergency procedures are in order and effective.
- **Consultation:** Work with administrative personnel to plan, prioritize, and schedule custodial activities, achieving site maintenance objectives.
- **Delivery:** Distribute supplies and equipment to appropriate parties within the site.
- **Inspection:** Ensure the site is suitable for safe operations, maintained in an attractive and clean condition, and identify necessary repairs.
- **Supply Management:** Maintain custodial supplies and equipment to ensure availability and proper maintenance of facilities.
- **Monitoring:** Supervise custodial staff and maintain work orders to prevent injuries and ensure site safety.
- **Facility Maintenance:** Oversee maintenance activities and custodial personnel to ensure efficient performance in compliance with site requirements.
- **Participation:** Attend meetings and workshops to gather and convey information required for job functions.
- **Minor Maintenance:** Perform minor maintenance on custodial equipment, classroom furniture, and fixtures.
- **Daily Operations:** Prepare the site for daily operations, ensuring it is operational and hazard-free.
- **Replenishment:** Ensure classrooms and restrooms are stocked with necessary supplies.
- **Requisitions:** Request equipment, supplies, and materials needed for job completion.
- **Safety Response:** Address immediate safety and operational concerns such as facility damage, vandalism, and alarms.
- **Information:** Provide information and direction to staff, students, parents, and visitors.
- **Security:** Secure facilities and grounds to minimize property damage and equipment loss.
- **Support:** Assist other site maintenance staff with custodial activities.
- **Training:** Train assigned personnel in professional trade and safety awareness skills.
- **Transport:** Move tools, equipment, and supplies to ensure availability at job sites.
- **Adherence to Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Other Duties:** Perform other related duties as assigned to ensure the efficient operation of the work unit.

Job Requirements

Skills

- Proficiency in operating industrial cleaning equipment and tools.

- Adherence to safety practices and preparing/maintaining accurate records.

Knowledge

- Basic math, including calculations using fractions, percents, and ratios.
- Methods of industrial cleaning, including floor and carpet maintenance.
- Basic tools for minor repairs.
- Safety practices and procedures.

Abilities

- Schedule activities and meetings.
- Work flexibly with diverse individuals and groups.
- Manage data and use job-related equipment.
- Adapt to changing work priorities.
- Meet deadlines and schedules.

Responsibility

Work under direct supervision using standardized routines. Lead, guide, and coordinate others.

Operate within a defined budget. Utilize resources from other work units as needed. Have a continual impact on the organization's services.

Work Environment

Significant lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally 10% sitting, 60% walking, and 30% standing. Minimal temperature variations. Some exposure to risk of injury and illness.

Experience

Job-related experience is required.

Education

High school diploma or equivalent.

Required Testing

Post Offer Physical Exam

Certificates and Licenses

Driver's license and evidence of insurability.

CPR certificate.

Clearances

Criminal justice fingerprint/background clearance.

FLSA Status

Non-Exempt

Salary Grade

SK