

TITLE OF POSITION: Custodian II – Night Lead

LOCATION: Designated high school, middle school or elementary

CLASSIFICATION: Maintenance & Operations

SUPERVISOR: Assistant Director of Maintenance and Operations

SALARY: Placement on Classified Salary Schedule

GENERAL DESCRIPTION:

Performs as a shift lead custodian within a school. Takes direction from supervisor, principal, and head custodian. Interacts with students, staff, and the public during and after the school day. Coordinates furniture and equipment set-up for special events. Assists in the training and monitoring of other shift workers. Assists the public and staff as needed. Performs all general housekeeping and cleaning duties in assigned areas. Monitors the building for health and safety issues and reports concerns to supervisor. Provides and coordinates security check at shifts end. Maintains security within the building while on shift. Reports maintenance and repair concerns to building supervisor/principal/head custodian. Responds to utility and other site emergencies as needed.

DUTIES AND RESPONSIBILITIES:

1. Assists, provides training and monitors other custodians on shift. Assists and directs substitute custodians as needed. Assists in the periodic replacement of filters for heating and ventilation equipment, and visual inspection of belts. Reports defective equipment to supervisor immediately.
2. Provides for the routine cleaning, maintenance, and refinishing of hard floor surfaces such as vinyl tile, VAT/VCT, Terrazzo, aggregate, synthetic or maple floors. Provides for the routine vacuuming, spot cleaning, maintenance, and repair of floor and walk-off carpet, to include the periodic extraction, shampooing and treatment of carpet as assigned.
3. Provides for the routine cleaning and sanitation of restrooms, shower rooms, kitchens, cafeterias, classroom sinks, staff lounges and concession areas to include counters, partitions, dispensers, cupboards, sinks, lavatory fixtures, faucets, drinking fountains, showers, mirrors, walls, floors, ceilings, writing boards and light fixtures. Replaces/repairs and replenishes tissue, towel and soap dispensers and other fixtures and equipment as needed. Cleans and sanitizes drinking fountains and dispensers as assigned.
4. Provides for the routine cleaning, dusting and maintenance of assigned classrooms, offices, health rooms, corridors, mechanical rooms, access areas, and other areas of assignment to include lights and fixtures, white

boards, furnishings, waste containers, walls, floors, ceilings, windows, doors, etc.

5. Cleans and maintains classroom and office furniture. Provides for the repair of desk and chair tops, seats, backs and floor glides. Moves and relocates desks, chairs, risers and other furniture as assigned. Performs minor repairs as needed.
6. Coordinates and assists in the set up and take down of seating, equipment or other needs required for special events. Represents the district at evening and weekend events in the absence of administrators, monitors activities, replenishes supplies and provides for security during special events. Reports damage and other concerns as directed.
7. Uses a wide variety of hand and power tools such as brooms, mops, squeegees, brushes and other related custodial equipment. Efficiently operates and maintains mechanized equipment such as carpet extractors and shampoo equipment, buffers, vacuums, pressure washers, etc.
8. Coordinates and assists with site security through visual and physical inspection of doors, windows and hatches. Reports all defective equipment to supervisor immediately.
9. Responsible for the safe and effective application of floor strippers, disinfectants, finishes, cleaning chemicals and treatments. Reads and follows manufacturer's directions for application and use of chemicals and other products. Instructs other workers in the safe application of chemicals and finishes.
10. Inspects playgrounds, parking lots, reports safety concerns, and services refuse containers outside the building.
11. Maintains exterior walkways, keeping them clear of snow, ice, and debris.

Each of the positions in the Operations Department serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

QUALIFICATIONS/ABILITIES:

1. Must have a high school diploma or equivalent.
2. A minimum of one year of successful commercial custodial experience required.
3. Three years of successful commercial custodial experience preferred.
4. Must have a valid Washington State Drivers License.
5. Must have a basic knowledge of electrical, heating, ventilation, water, and life safety systems.
6. Must be physically able to perform the required work on a daily basis.
7. Must be able to lift up to 50 pounds at intermittent times.
8. Must have knowledge and ability to use the tools of the trade.
9. Must be able to operate and maintain the power equipment of the trade.
10. Must be able to follow written and oral directions.

11. Must have basic computer skills (e-mail, Internet, Word documents).
12. Must be able to provide clear verbal and written instructions for custodial personnel.
13. Must have or obtain first aid certification within 90 days of hire.
14. Must have demonstrated the ability to relate well with students, staff and public.
15. Must have demonstrated ability to be a team leader.

Testing will be used to determine qualifications.