

LEAD NIGHT CUSTODIAN

DEFINITION

Under indirect supervision from the site administrator, to lead the work of night custodians at a comprehensive high school and to perform routine cleaning work in the schools, offices, and other facilities of the District, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a working lead position. In addition to the duties performed at the custodian level, is responsible to lead and direct the work of subordinate employees. Incumbents are assigned to swing and/or night shifts and may include shift rotation.

ESSENTIAL FUNCTIONS

Implements work schedules for night custodians, ensuring schedules are followed. Analyzes workloads, makes recommendations for changes and implements them when approved.

Encourages and supports good communication and working relations with Custodians, students, staff, and public.

Conducts inspections of daily custodial work tasks. Inspects buildings to determine justification of cleaning needs.

Observes and makes recommendations for improved and more efficient methods of cleaning.

Ensures that power cleaning equipment is maintained in proper working order and preventive maintenance procedures are followed.

Enforces safety rules and regulations, investigates accidents and ensures that reports are on file in a timely manner.

Performs custodial duties as follows: sweeps, scrubs, waxes, polishes concrete linoleum, tile, and wood floors, and vacuums rugs and carpets in offices, nurses ,and faculty rooms, classrooms, shop buildings, gymnasiums, libraries, recreation rooms, auditoriums, dining.

Assists in moving or rearranging chairs, tables, desks, furniture, and other equipment.

Performs special custodial work as assigned by site administrator.

Assists in the restoration of building and grounds during summer vacation.

Participates in grounds, gardening, and limited maintenance activities on occasion.

Assures that doors and windows are secure upon departure, and arm security system.

QUALIFICATIONS

Knowledge of:

Modern cleaning methods and the use and care of cleaning materials and equipment.

Ability to:

Understand and follow a work schedule and verbal and written directions; perform effectively with limited supervision; effectively train and direct the work of others; work cooperatively with others in the course of work; correctly demonstrate sufficient strength, mobility and range of motion to arm lift 53 pounds and floor lift 53 pounds in an employee entrance evaluation; sufficient vision to inspect facility and read written directions.

Experience:

Three years of successful experience in custodial work. One year experience in a lead capacity is desirable.

Education:

Equivalent to completion of the twelfth grade. Coursework or training in cleaning methodology, industrial hygiene, and environmental safety preferred.

Approved: 06/06