

Lead Custodian

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| DEPARTMENT: | Custodial | REPORTS TO: | Custodial Manager |
| WORK SCHEDULE: | 12 months | COMPENSATION: | Support Staff Salary Schedule |
| FULL/PART TIME: | Full time | FLSA STATUS: | Non-exempt |

Position Description

The Lead Custodian supervises custodial staff to ensure safe and clean facilities for Kirkwood High School. Assists in cleaning building and grounds, securing the building, and setting up and breaking down special activities and equipment.

| Task Title | Essential Job Functions | Percent of Time Spent |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Cleaning- Interior, Exterior | <ul style="list-style-type: none"> • Clean classrooms, bathrooms, hallways, offices, and gyms to ensure safe and well-maintained facilities for the students, staff, and community. • Sweep, mop and vacuum floors. Buff and polish floors. Shampoo and vacuum carpets. • Dust and polish furniture. • Scrub, clean and disinfect toilets and sinks. • Remove snow and ice from walks. • Remove debris from parking lot. • Prepare building for new school year by assembling and moving furniture, cleaning and resetting lockers, packing and transporting classroom contents for room relocations. | 40% |
| Event Setup | <ul style="list-style-type: none"> • Prepare, set up, and tear down special activities and events. • Clean tables and chairs, vacuum, and mop after activities and events. | 25% |
| Supervision | <ul style="list-style-type: none"> • Monitor custodians' work. • Assist with custodial staff training. • Perform formal evaluations annually to ensure effective cleaning services are performed and adequate feedback is given to custodians. | 20% |
| Safety and Security, Monitoring | <ul style="list-style-type: none"> • Inspect and secure the building. Lock and chain doors. Set and check alarms. • Monitor and turn out unnecessary lights. | 10% |
| General Maintenance | <ul style="list-style-type: none"> • Perform various projects. • Change out lights. • Move furniture on request. • Complete work orders. | 5% |

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Section of a department or group
- **Supervisory Activities:** Developing or training, Directing, Evaluating Performance
- **Budget Signing Authority:** No budget signing authority
- **Decision-making Authority:** Decisions impact a small team or program

Qualifications

Required

- **Education:** High School Diploma/GED
- **Previous Work-Related Experience:** At least one year of experience in a custodial or cleaning setting
- Ability to lift/move or carry up to 50 pounds.

Preferred

- Previous supervisory or project management experience

Knowledge & Skills

Knowledge

- **Basic:**
 - Administrative: Administrative and office procedures, functions and basic office tasks,
 - Management: Business/management principles involved in resource allocation, leadership, and coordination of people and resources.
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications.
 - Skilled trades and construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate:**
 - Machines/tools: Machines and tools, including the uses, repair, and maintenance of custodial equipment.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Advanced:**
 - N/A
- **Expert:**
 - N/A

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Time management, Service orientation,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Speaking, Active listening, Monitoring,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Management of personnel resources, Instructing, Negotiation, Social perceptiveness, Equipment maintenance, Equipment selection,
- **Rarely (Less than 1 hour or 12% of the day):** Reading comprehension, Writing, Active learning, Critical thinking, Learning strategies, Coordination, Persuasion, Complex problem solving, Judgment and decision making, Systems analysis, Systems evaluation, Operation monitoring, Repairing

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Walking
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Crouching/Kneeling, Standing, Climbing, Reaching
- **Occasionally (Up to 2.5 hours or 32% of the day):** Balancing, Carrying/Lifting, Pulling/Pushing, Hearing
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Sitting, Multi-limb coordination, Repetitive motion

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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