



St. Helens School District
St. Helens, OR
Job Description

Job Title: Lead Swing Custodian
Reports To: Building Administrator

JOB SUMMARY

Keep the district's school buildings in such a state of operating excellence that they present no problems or interruptions to the educational program. Provide students a safe, clean, comfortable place in which to learn, play and develop.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of lead swing custodian shall be, but not limited to the items listed below. Additional duties may be assigned by the building Principal, Supervisor of Custodians / Maintenance Supervisor.

1. Assists in cleaning and maintaining all boilers and other major equipment.
2. Assists and participates in necessary painting and general repairs to plumbing, carpentry, and general mechanics areas during summer.
3. Participates in general cleaning and maintenance of the school building on night shift and replaces light bulbs.
4. Assumes responsibility for the general security of the building.
5. Assumes responsibility for the general fire safety of the building.
6. Performs emergency repair or cleaning services as necessary.
7. Take down the flags after school is dismissed.
8. Sweeps classrooms daily and dusts furniture.
9. Cleans corridors after school each day and during the day when their condition requires.
10. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
11. Washes all windows on both the inside and outside.
12. Keeps all floors in a clean and attractive condition and in a good state of preservation.
13. Cleans whiteboards as required.
14. Reports major repairs needed promptly to the Principal/Supervisor.
15. Reports immediately to the Principal/Supervisor any damage to school property.
16. Remains on the school premises during work hours and during non-school hours when the use of the building has been authorized and his/her attendance required by the Principal/Supervisor.
17. Moves furniture or equipment within buildings as required for various activities and as directed by the Principal/Supervisor.
18. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste, makes every effort to recycle whenever possible.
19. Responsible for emergency decisions regarding maintenance. Call the Lead Custodian if there is a question.
20. Lead Custodian responsible for other Night Custodian personnel in fulfilling time obligations.
21. Responsibility to carry out instructions to other custodian personnel from Head Custodian such as banquets and basketball games.

22. Maintain cleaning equipment and supplies.
23. Maintain appropriate certifications and training hours as required.
24. Attend work regularly and be punctual.

MARGINAL DUTIES & RESPONSIBILITIES

1. May be asked to assist with providing direction to Custodian(s).
2. Attends in-service training.
3. Assists in maintaining an inventory of supplies and equipment by reporting to the lead worker or Head Custodian.
4. Assists maintenance and groundskeeping as necessary
5. Attends staff meetings

SUPERVISORY RESPONSIBILITIES

1. Provides supervision to student sweeper(s).
2. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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.

1. Knowledge of an ability to apply skills pertaining to general custodial work.
2. Ability to read and interpret documents such as safety rules, operating instructions and maintenance instructions, procedure manuals and governmental regulations.
3. Ability to write routing reports and correspondence.
4. Ability to appropriately communicate with students, teachers, parents and members of the community.
5. Ability to add, subtract two digit numbers and to multiply and divide with 10's and 100's.
6. Ability to perform basic operations using weight measure unit, volume and distance.
7. Ability to solve practical problems and interpret a variety of instructions furnished in written, oral, diagram or scheduling form.
8. High school diploma or General Education Diploma (GED) required.
9. One year of custodial experience preferred.

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.

1. While performing the duties of this job, the employee is regularly required to talk or hear.
2. 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.
3. The employee is occasionally required to sit, climb or balance on and smell.
4. The employee must regularly lift and/or move up to 50 pounds and occasionally more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision.
5. Demonstrate strength and dexterity to operate cleaning, hand and power tools.

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.

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.

Prepared By: St. Helens SD

Prepared Date: 11/13/2024

I have read and understand this job description.

Signature: _____

Date: _____