TITLE:	**CUSTODIAL DAY LEADER**
QUALIFICATIONS:	Must pass physical exam Must demonstrate aptitude or competence for assigned responsibilities Must demonstrate mechanical aptitude Must have the ability to perform tasks without supervision
REPORTS TO:	Director of Buildings and Grounds Principal Director of Business Services
SUPERVISES:	All building custodial staff
JOB GOAL:	To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop

PERFORMANCE RESPONSIBILITIES:

1. Follows the preventative maintenance frequency schedule outlined in the Physical Plant booklet.

2. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.

3. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.

4. Shovels, plows and sands walks, driveways, parking areas, and steps as appropriate.

5. Checks daily to ensure that all the proper exit doors are open and all panic bolts are working properly during the hours of building occupancy.

6. Raises the United States flag at or before 8 a.m. on each school day, and lowers it at or after 3:30 p.m.

7. Cleans corridors during the day when their condition requires it.

8. Assists with keeping the grounds free from rubbish.

9. Keeps all floors in a clean and attractive condition and in a good state of preservation.

10. Reports repairs needed promptly to the Principal and/ Director of Buildings and Grounds.

11. Reports immediately to the Building Principal any damage to school property.
12. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and his attendance required by the Building Principal.

13. Assumes responsibility for the opening of the building each school day.

14. Keeps an inventory of supplies, equipment, and, and requisitions such needed replacements far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.

15. Conducts an ongoing program of general/routine maintenance, upkeep and repair such as: replacing light bulbs, assembly of furniture, etc…

16. Moves furniture or equipment within buildings as required for various activities and as directed by the Building Principal and/or the Director of Buildings & Grounds.

17. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.

18. Helps in the selection, assignment, scheduling and training of members of the custodial staff.

19. Assists in planning maintenance and repair work, maintaining a high standard of safety, cleanliness and efficiency.

20. Monitors the time records of all custodial employees in the school and certifies them for salary payments.

21. Maintains an inventory and recommends purchase of suitable supplies, tools and equipment.

22. Evaluates in conjunction with his supervisors, the performance of the building custodial staff on a regular basis.

23. Strives constantly to promote the safety, health and comfort of the students and employees.

TERMS OF EMPLOYMENT: 12-month year
Salary as per the Custodial Negotiated Agreement

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of the Support Staff personnel.