



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Night Lead Custodian
Department / Location:	Buildings & Grounds / School Building
Reports to:	Head Custodian and Building & Grounds Director
Employees Supervised:	Custodians and seasonal employees
Classification:	Non-exempt
Status:	12-month
Created / Revised:	November 2025

Position Summary

Under the direction of the Head Custodian and Building and Grounds Director, the Night Lead provides support to ensure clean, safe, attractive and comfortable facilities for students, staff, and community users. This position also supervises and instructs custodial personnel in the proper procedures and cleaning standards of the District.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Perform all general custodial duties, including sweeping, scrubbing, mopping and waxing floors; dusting and polishing furniture, woodwork, and metalwork; emptying and cleaning waste receptacles; cleaning restrooms, cafeteria, gyms, halls and classrooms ; washing walls and windows; sweeping and washing walks; replacing light bulbs; assisting in moving and arranging furniture and other duties as needed.
2. Work with the Head Custodian to assign custodial runs and duties.
3. Set up night meetings/school events or other functions.
4. Dispose of trash daily and empty trash cans in designated areas.
5. Assist Head Custodian with inventory and supply ordering.
6. Perform minor maintenance and repairs
7. Assist with snow removal as needed, including when called in after hours and on weekends to ensure sites are ready for students.
8. Maintain a regular and reliable work schedule.
9. Perform other duties as assigned.

Additional Job Functions

1. Attend required meetings and participate in training on work procedures and safety.
2. Seek assistance, advice or a decision from supervisor or management when situations arise which are outside of the scope of normal duties or require a decision or response for which the employee is not trained or authorized to make.
3. Maintain knowledge of safe practices and equipment used to perform duties.
4. Know, understand and follow applicable school safety policies and procedures, including but not limited to: proper lifting techniques, operation of equipment, mixing and use of cleaning chemicals/agents, use of power or hand tools, driving vehicle, and signage for wet floors.
5. Give directions to students or visitors and answer other questions in a helpful and pleasant manner.

Knowledge, Skills and Abilities

1. Must be organized and able to work on a schedule.
2. Must be able to communicate verbally and in writing and follow written and verbal instructions.
3. Must demonstrate the ability to establish and maintain positive working relationships with other maintenance/custodial employees, district staff and community members.
4. Must understand the need for teamwork, timeliness and safety.
5. Must be able to maintain self-control without exhibiting negative behaviors.
6. Must be able to interact with others to accomplish tasks without arousing hostility.
7. Must be flexible and able to respond to changing priorities, new job assignments and interruptions.

Working Conditions

1. Indoor school environment.
2. Outdoor environment.

Physical Requirements

1. Must be able to stand and walk for prolonged periods.
2. Must be able to perform heavy physical work, frequently lifting or moving more than 50 pounds.
3. Must be able to communicate effectively to ask or respond to questions and provide information or assistance.
4. Must be able to move throughout buildings and grounds, working both indoors and outdoors in varying weather and temperature conditions.
5. Must be able to reach in all directions, bend/stoop and climb.
6. Must have dexterity and hand/eye coordination necessary to operate cleaning equipment and hand tools.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day in an environment which may be noisy.
8. Must have the ability to maintain concentration and focus on tasks which are often repetitive.
9. Must be able to follow safety practices at all times, including proper lifting and use of cleaning solutions/equipment.

Education and Experience

1. High school diploma or equivalent, with the ability to read, write, and understand directions.
2. Prior experience as a custodian, cleaning or other heavy work is desired. On the job training is provided.
3. Working knowledge of equipment maintenance and use of power and hand tools is desired but not a requirement.

Licenses and Certifications

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.