Poudre School District

HUMAN RESOURCES DEPARTMENT

# JOB DESCRIPTION

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|---|---|---|---|
| Job Title: | **Custodian Night Lead Senior High** | FLSA Status: | **Non-Exempt** |
| Job Family: | **Custodial** | Pay Range: | **CS25H** |
| Prepared/Revised Date: | **September 29, 2022** | Job Code: | **60834** |

**SUMMARY:** Responsible for maintaining, cleaning, and disinfecting all areas of a facility. Perform basic cleaning, sanitation, and minor maintenance of an assigned building and associated grounds including sweeping, mopping, vacuuming, dusting, polishing, trash removal, etc. Supervise evening custodial staff and secure facility at all times, to ensure a safe school and working environment. Provide high level customer service for school events and community activities including set-up/clean-up.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

| Description of Job Tasks | Frequency<br>Daily = **D**<br>Weekly = **W**<br>Monthly = **M**<br>Quarterly = **Q**<br>Annually = **A** | % of Time<br>On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25% |
|---|---|---|
| 1. Supervise and lead the work of night custodians. Motivate a diverse custodial staff to maintain a positive working environment and high quality work. Collaborate with Head Custodian to resolve issues, schedule work, plan projects, inspect the building and coordinate building activity needs. Assist Head Custodian with training, evaluation and daily work load of night custodians. | D | 45% |
| 2. Perform custodial duties such as cleaning, sweeping, mopping, vacuuming, dusting, polishing and trash removal of classrooms, offices, cafeterias, computer labs, break rooms, bathrooms, locker rooms, hallways, entryways, gymnasiums, weight rooms and other areas of a facility including exterior grounds. Guide students and staff in the care and use of the facility. | D | 20% |
| 3. Interact with and assist students, staff, visitors and groups during and after regular school hours to ensure needs are met regarding building use. Receive, document, and coordinate building permits. Provide set up, tear down and cleaning after activities. Respond to requests, last-minute needs, unscheduled events, changes, etc. regarding building use. Move and set up furniture and equipment as requested. | D | 19% |
| 4. Monitor and inspect building facility for safety and cleanliness. Maintain and make minor repairs to facility and troubleshoot and report areas requiring maintenance to supervisor. Notify building supervisor of hazardous or harmful situations. | D | 5% |
| 5. Secure facility by locking doors, windows, and setting alarms. Monitor building security throughout shift. | D | 2% |
| 6. Report supply and equipment needs to Head Custodian. Perform daily preventative maintenance of site custodial equipment. | D | 2% |
| 7. Ensure proper use, identification, mixture and application of chemicals, including the requirements and use of Safety Data Sheets (SDS). | D | 1% |
| 8. Remove snow and ice from sidewalks as needed to ensure safe egress to and from the building. | D | 1% |
| 9. Comply with energy conservation procedures as outlined in the Sustainable Management System. | D | 1% |
| 10. Attend work and arrive in a timely manner. | D | 1% |

| | | |
|---|---|---|
| 11. Perform special cleaning and assist with renovation projects. Operate large cleaning equipment and assist with floor maintenance and restoration as needed. | Q | 1% |
| 12. Respond as essential personnel in case of an emergency, weather or environment event, and/or school/facility/district closure. | A | 1% |
| 13. Perform other duties as assigned. | Ongoing | 1% |
| | **TOTAL=** | **100%** |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or completion of G.E.D.
- At least one year of custodial experience required
- Customer service experience preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Ability to successfully complete a post-offer, pre-employment physical examination

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Ability to manage multiple tasks with frequent interruptions
- Ability to work with and be a part of a team
- Ability to work independently
- Knowledge of cleaning methods and cleaning products
- Ability to operate a computerized security system
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of all major custodial equipment
- Ability to perform minor equipment and building repairs
- Operating knowledge of electrical aerial lift platforms preferred at hire; required within three months after hire

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

| | POSITION TITLE | # of EMPLOYEES |
|---|---|---|
| **Direct reports:** | Custodian | 7 |

- Assist with training employees, directing work, appraising performance and resolving problems
- Required to carry and respond to cellphone during assigned shift
- Responsible for assisting with the supervision and overseeing the well-being of students in common areas

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | | X |
| Walk | | | | X |
| Sit | | X | | |
| Use hands to finger, handle or feed | | | | X |
| Reach with hands and arms | | | | X |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | X | |
| Hear | | | X | |
| Taste | X | | | |
| Smell | | | X | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | | | X |
| Up to 50 pounds | | | X | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | X | | |
| Analyze | | X | | |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | X | | |
| Instruct | | X | | |
| Compute | | X | | |
| Synthesize | X | | | |
| Evaluate | | X | | |
| Interpersonal Skills | | | | X |
| Compile | X | | | |
| Negotiate | | X | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | | X | | |
| Work near moving mechanical parts | | | X | |
| Work in high, precarious places | | X | | |
| Fumes or airborne particles | | X | | |
| Toxic or caustic chemicals | | X | | |
| Outdoor weather conditions | | X | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | | X | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | | X | | |

| VISION DEMANDS: | Required |
|---|---|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|---|---|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |