



Job Title: **Lead Custodian**

Department: **Schools and Facilities Services**

Supervisor: **Principal and Head Custodian**

Lane Placement: **4**

Schedule: **8 hrs / 245 days** Evaluation Group: **JCES 2**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Custodial Coordinator or the school Assistant Facilities Manager, the Lead Custodian assists other custodial staff in keeping a large school or building and the surrounding grounds clean and in good repair. Incumbent assists with general and seasonal clean-up tasks as they arise and as time permits. For a significant shift without presence of the head custodian, the incumbent acts as a lead worker, directing, training and assigning work to custodial staff. Incumbent may be required to cover short term and long term vacancies on all shifts within all district buildings.

ESSENTIAL FUNCTIONS

- Acts in lead capacity on the day or evening shift, overseeing staff training, assigning routes and monitoring cleaning tasks performed by the custodial workers.
- Performs and oversees general building cleaning duties (e.g. sweeping, mopping, vacuuming floors, and washing walls).
- Performs and oversees summer cleaning maintenance duties (e.g. striping floors, waxing floors, repair lockers, ceiling tile, kitchen hood filters).
- For this shift and for any other shift where the Assistant Facilities Manager is absence, has full responsibility for unlocking, locking and securing the building through security checks and setting alarm system.
- Performs custodial duties as well as his own lead responsibilities including any maintenance, repair, and care of the building.
- Provides care of grounds (e.g. sprinkler repair, watering, fertilizing, trimming, mowing, shoveling snow).
- Performs minor maintenance and repairs (e.g. changes light bulbs, lubricates small motors, checks and changes fan and other belts, maintains exhaust fans, maintains rooftop units, repairs switches, cleans up broken glass).
- Cleans, maintains and repairs boilers including tearing down and reassembling them.
- Makes minor repairs as needed and reports more complex repair problems to the Assistant Facilities Manager.
- Responsible for training and follow up for afternoon staff. Performs inspections of routes. Reports back to the Assistant Facilities Manager.
- Works closely with the Assistant Facilities Manager or Custodial Coordinator on all aspects of training, supervision, leadership, and due process for custodial staff.
- Clears snow and ice in wintertime, keeping walks and ramps clear.
- Sub for Assistant Facilities Manager in their absence.
- Must be willing to work day and afternoon shifts.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Must have a valid driver's license.
- Requires a minimum of one year of job related custodial experience with demonstrated competence.
- Must demonstrate competence in reading, writing and math.
- Ability to read, understand and follow standard operating procedures (SOP).
- Must demonstrate competence with computers (e.g. Microsoft word, Outlook, Excel, Sprocket and Skyward).
- Must have effective interpersonal skills. Interacts with students, co-workers, other school staff and others who use the school facilities.
- Must have excellent customer service skills.
- Requires the ability to communicate effectively with students, parents, faculty and staff.
- Must have working understanding of the proper chemicals and machines to use in various types of cleanup.
- Needs leadership and training skills. Directs the work time activities of five to ten custodians and sweepers during shifts when the Assistant Facilities Manager is not present. May direct crew of four to twelve summer helpers who may be juvenile offenders.
- Oversees the effectiveness of co-workers. Prioritizes and assigns work to staff.
- Requires basic skill in minor maintenance of all mechanical units that service the school building.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Cleaning equipment, mowers, trimmers, snow removal equipment.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Must be able to physically move items weighing up to 75 pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020