



**JOB DESCRIPTION**  
**LEAD CUSTODIAN**

**Range 34 Classified Salary Schedule**

**DEFINITION:**

Under direction, has the immediate responsibility for the school, building operations, property and ground. Under the direction of the supervisor, has the responsibility of implementing the prescribed sanitary, safety, and operating standards, and security of a school. General and special instructions are received from the school principal or designee. Under general supervision, performs building cleaning and facilities and grounds maintenance work in schools and administrative buildings. Nature of work is repetitive and requires sustained physical effort and involves heavy work in moving or lifting furniture and equipment with some exposure to accident, injury hazards and disagreeable elements. May be assigned responsibility for checking or operating temperature control in the buildings. Employees in these classes are considered emergency personnel and are required to report to buildings during inclement weather. understands his or her role and responsibility and how they contribute to student achievement; anticipates and responds quickly to student needs; understands the needs of the students and follows up when appropriate;; builds successful relationships with students to ensure a productive learning environment;;; contributes to creating and maintaining a positive and safe environment for students; treats all students fairly.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Assures that the school building grounds are clean, monitored and in good condition
- Assigns, oversees and directs the work of other custodial staff and assists in the cleaning and general upkeep of the school
- Inspects the building and grounds to assure continuance of: acceptable standards of cleanliness and sanitation. Ensures adequate security and safety conditions through proper opening and closing of buildings
- Identifies and submits requests for work orders for needed repairs or makes minor emergency repairs and/or adjustments where possible
- Removes or requests removal of hazardous conditions
- Submits supply orders and distributes supplies
- May report variances in employees' work hours
- Monitors conditions necessary for occupant comfort level through heating and air conditioning equipment,
- Monitors grounds, lawns, shrubbery, walkways, and parking areas, and make secure or report needs to grounds maintenance staff
- Represents SRCS in managing the use of the facility with staff and community, in the following areas: moving furniture and equipment, preparation of the facility for the next or following day's use, and other elements required to prepare the building for students, staff or community use
- Assures that all equipment is clean and in proper working order
- Assists in training custodial staff
- May assist with recycling procedures
- Cleans and sweeps classrooms, offices, cafeterias, gymnasiums, and other rooms
- Empties waste receptacles
- Dusts furniture, cleans doors, windows and trim
- Removes stains from floors, walls, and glass, strips old wax and applies new wax to floors using hand and power tools
- Cleans hallways and stair wells
- Cleans all floor surfaces and baseboards; wet mops and buffs floors
- Cleans restrooms and locker rooms, and replaces towels and other supplies
- Washes window display cases, glass doors, and other fixtures
- Cleans and polishes metal work, and mirrors
- Cleans and maintains a variety of other surfaces such as ceilings, walls, chalkboards/whiteboards, counter and table tops, lockers, etc.
- Reports graffiti and may apply primer to cover graffiti or make minor paint touch-ups Makes simple minor adjustments and repairs to plumbing, electrical, and other building fixtures, such as tightening screws, oiling squeaking doors, replacing light bulbs, etc.
- Monitors buildings and grounds, and observes and reports hazardous or otherwise defective conditions
- May cover swimming pool as needed
- Delivers incoming supplies and equipment

- Assists school staff by making deliveries to classrooms, moving furniture and other heavy objects between rooms, and performing other manual or strenuous tasks
- Maintains safe and secure building conditions and appearance and safety of grounds
- Maintains security of school building during assigned work shifts as needed
- Checks to see that windows and doors are locked and that no unauthorized parties are in the school building
- Performs a variety of related work as required

**EDUCATION, TRAINING, AND EXPERIENCE:**

High school diploma or GED and some experience in general cleaning of buildings and grounds; or other combinations of applicable education, training, and experience which provide the knowledge, abilities and skills necessary to perform effectively in the position. Any combination of education, training, and experience which provide the knowledge, abilities and skills necessary to perform effectively in the position may be considered.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Advanced knowledge of methods, materials, and practices used in building service work
- Knowledge in operation and maintenance of custodial and grounds care equipment
- Knowledge of appropriate use of personal protective equipment and other safety tools and practices
- Working knowledge of safe, efficient procedures for operating central heating and the ability to make minor adjustments and service repairs to the equipment
- Advanced knowledge of emergency preparedness and response procedures, including fire code regulations, inclement weather procedures, etc.
- Skilled to train, assign, supervise, and inspect work of custodial team
- Demonstrate good human relations and communication skills
- Ability to manage material resources to ensure quality service and a safe environment
- Ability to climb ladder
- Ability to maintain records of time and materials, and to prepare routine reports, records
- Ability to utilize computer technology to order supplies and equipment, process maintenance work orders, communicate with administrators and other staff to effectively manage school operations
- Ability to monitor building spaces and grounds to ensure a safe and secure environment.
- Ability to speak, read and understand the English language sufficiently to successfully receive/provide information to/from students, the public, co-workers and supervisors

**CERTIFICATE AND LICENSE REQUIREMENTS:**

Red Cross First Aid and/or CPR Certification

**PHYSICAL DEMANDS:**

*Special requirements such as lifting heavy objects and frequent climbing.* Sufficient physical strength and freedom from disabling defects to permit the lifting and moving of heavy objects (minimum 50 pounds, but up to 100 pounds with assistance) and to perform manual labor. Stamina to spend long periods of time walking and standing and to complete security patrol duties. Ability to patrol outdoors in inclement and extreme weather conditions. Duties require 90 - 100% standing and walking up to 8 hours per day. Bending and twisting up to 40%, climbing 10%. Nature of work is repetitive and requires sustained physical effort and involves heavy work in moving or lifting furniture and equipment with some exposure to accident, injury hazards and disagreeable elements.

CSEA Approval: June 10, 2015

Board Approval: June XX, 2015

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