



Job Description – Custodial Lead

Department: Custodial

FLSA Status: Non Exempt

Amount of Travel Required: Some Travel required

Positions Supervised: Assigned Personnel

Job Status: Full time

Reports To: Facilities Manger

Work Days: 235

Pay Grade: 2

POSITION SUMMARY

Keep school grounds in clean and orderly condition. Employees in this classification receive general supervision within a framework of standard policies and procedures. Ensure adherence to safety rules.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES

- Thorough knowledge of custodial equipment
- Thorough knowledge of applicable Health & Safety standards, rules and regulations
- Skill in managing personnel and supervising custodial building and ground operations
- Skill in effectively planning and organizing custodial activities
- Skill in cleaning methods and procedures, sanitation, safety, security and lawn and building maintenance
- Proficient in English (written and verbal skills)
- Ability to promote efficiency, morale, and teamwork and interaction with fellow staff members

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Acquire supplies and custodial equipment and maintain inventory control to ensure adequate service levels and appropriate budget management through established procedures.
- Ensure all cleaning and maintenance work is performed in accordance with the federal, state and District Health and Safety regulations.

- Supervise assigned campus custodial personnel.
- Ensure cleanliness and proper maintenance of the building and grounds.
- Make the plant available for maintenance repairs and activities, minimizing interference with curricular or extracurricular activities during normal or other than normal duty hours; maintain related documents.
- Operate and maintain the lighting, heating, and ventilation systems, plumbing, lawn equipment, play areas and sports fields based on District guidelines.
- Plan, coordinate, prepare work schedules, and supervise custodial staff according to District custodial procedures.
- Ensure all District standards are maintained or exceeded.
- Report to work in a timely manner according assigned schedule
- Perform other related duties as assigned by the school management.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Loyal - The trait of feeling a duty to the employer.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.

Education

High School Diploma

Experience

Three (3) years custodial experience including two (2) years supervisory experience preferred

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

WORK ENVIRONMENT - Inside and outside environment. Climbs ladders, work in high places, work in cramped quarters and under buildings and distinguish primary colors. Work in inclement weather. Demanding physical conditions. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments.

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.