

Union Public Schools Job Description

Position Title: Lead Custodian
Department: Operations
Reports To: Director of Facility Services

FLSA Designation: Non-exempt

SUMMARY: To keep the District's buildings in such a state of operating excellence that they present no problems or interruptions to the education program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Directs and supervises custodians in cleaning assigned work areas within time frequency provided.
- Plans and directs the cleaning of extra work that may be assigned to each employee.
- Completes daily work schedule assigned in time frame provided.
- Plans and supervises the setting up of activities in your building.
- Follows trained cleaning instructions established by management.
- Knows and understands the uses of all chemicals, equipment, and work processes used in the cleaning procedures.
- Knows proper cleaning procedures for all jobs assigned, including cleaning of equipment.
- Knows carpet and hard floor care, including spotting, extracting, stripping and refinishing.
- Works with employees to overcome weaknesses and meet the goals of the District when necessary.
- Performs daily cleaning duties such as vacuuming (Vacuum weighs 20 pounds) and mopping floors daily (mop bucket weighs 8.34 pounds) up to 50 pounds.
- Lifts heavy furniture when necessary (desk, chairs, cafeteria tables) up to 90 pounds.
- Communicates and coordinates custodial goals and objectives with immediate supervisor and employees.
- Works with supervisor on projects to maintain a clean, safe environment for students and staff (inside and outside).
- Instructs custodial staff on proper procedures of custodial requirements and use of custodial tools and equipment.
- Motivates custodial personnel by instilling a positive, service minded attitude and feeling of pride in staff members.
- Maintains a positive public relations attitude with all employees, teachers, staff members, visitors and students.
- Reports needed repairs, employees concerns, and safety concerns to Building Engineer as needed.
- Assists visiting public utilizing the facilities with direction, instruction, and in obtaining and setting up needed equipment.
- Secures assigned facility at the end of the shift by following established lockup procedures.
- Helps maintain access and egress to the building during inclement weather.
- Communicates effectively.

*Lead Custodian
Created 1/2004
Revised 2/2008
Revised 1/2016*

- Remains up-to-date with email communications, Kronos timekeeping and Safeschools training.
- Launders all cleaning towels.
- Works well with supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Directs the custodians in the cleaning of their building.

QUALIFICATION REQUIREMENTS: *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.*

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED). Knowledge of custodial cleaning supplies and equipment.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents including safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of employees or organizations.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to pass District written and physical exams. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here 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.*

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and finger to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk

more than the average person while performing the duties of this job. **Duties may include outside work.**

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move items weighing up to 90 pounds such as furniture. The employee will frequently push/pull items such as, but not limited to, tables, bleachers, cabinets, scrubbing and buffing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee works both indoors and outdoors and under adverse weather conditions at times. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The employee will work at high elevations on scaffolding and ladders.

The noise level in the work environment is usually moderate to loud.