



LEAD CUSTODIAN

Department: Operation and Maintenance

Pay Grade: 103

FLSA Status: Non-Exempt

GENERAL PURPOSE

Plans and monitors the work of custodians and performs custodial tasks in order to maintain the order and sanitation of school buildings. Responsible maintaining building security during day and night hours and being on call to respond to break-ins and emergencies.

ESSENTIAL JOB FUNCTIONS

- Inspects and arms buildings daily.
- Collaborates with building administrators to plan, organize, and assign custodial duties.
- Perform all tasks of a custodial nature including emptying trash and garbage containers, cleaning sinks and toilets, replenishing paper supplies as needed, cleaning lint, dust and dirt from table tops and other furniture, and maintaining floors.
- Checks with building administrators periodically, to see if there are special requests or concerns pertaining to the cleaning of the building.
- Checks supplies and advises administrators of school needs.
- Orders, receives, and stores custodial supplies.
- Checks each building for supplies needed every Monday.
- Trains all new custodians and follows-up on all previous custodians trained.
- Ensures that safety data sheets are in designated places in case of an emergency.
- Ensures that custodians wear the proper safety articles when cleaning certain areas of buildings.
- Supervises the mixing of liquid solutions.
- Coordinates the three schools policing (paper pick-up) on the banks of the road from the school sign on New Design Road to pass L.P. Jackson Middle School on Hollybush Road.
- Inspects outside grounds for trash and debris at all three schools.
- Prepares schools for special meetings and after school events.
- Maintains the gas burnishers.
- Interviews and maintains a list of substitute custodians.
- Provides input for evaluation of custodial staff to school administration.
- Monitors the activities of the night custodial staff.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or its equivalent required.
- Three (3) years of experience required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually quiet.

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 regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell. The employee is occasionally required to climb or balance. The employee must regularly lift and move up to 25 pounds, frequently lift and move up to 50 pounds, and occasionally lift and move more than 75 pounds. Specific vision abilities required by this job include distance vision, and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date