

Job Title: Lead Custodian
Department: Maintenance
Reports To: High School Custodial Supervisor
FLSA Status: Non Exempt
Salary Schedule: MN lane 03



SUMMARY

Under the direction of the High School Custodial Supervisor, the Lead Custodian performs and supervises a variety of cleaning work in offices, classrooms, restrooms, faculty rooms and multi-purpose room; maintains play fields and sprinkler systems, inspects and maintains all roofing and parking lots and playground equipment; troubleshoots and assists in maintenance activities and performs other related duties as assigned.

Lead Custodian shifts must be assigned to the Swing Shift. Swing Shift workers start in mid-afternoon and end their work day around midnight. A Lead Custodian must not end his or her work shift before other evening or Swing Shift custodians end their work shift assignment. Lead Custodians who routinely fail to meet the Swing Shift requirement shall be paid from the Custodial salary lane.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Maintains good housekeeping and proper care of the school grounds, keeping them safe, and free of obstructions.

Be mindful of equipment, follow preventative maintenance procedures and report that which is inoperable.

Keeps the buildings neat, clean, and safe for the purpose of conducting school activities.

Be conservation conscious, making sure all windows, doors, lights, and other areas are energy efficient. Conserve energy whenever possible.

Ensures all doors, windows, and other areas of the buildings are in good condition and can be secured at the end of a day's use.

Vacuums and sweeps thoroughly all rooms, corridors, halls, and offices at least once each day.

Floors should be stripped and waxed and properly maintained as needed throughout the school year.

Mops restroom floors, cleans and disinfect fixtures, cleans mirrors and stalls, checks paper and hand soap daily.

Observes and makes necessary suggestions for repairs, alterations, changes, and equipment as needed in the school

Trains and evaluates other custodians in all aspects of safety, cleaning, and maintenance under the direction of the High School Custodial Supervisor.

Reports safety, sanitary, and fire hazards.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to prioritize multiple tasks, exercise sound judgment and work independently, and establish and maintain effective working relationships with others.

Knowledge of modern cleaning methods and equipment and the ability to use cleaning materials and equipment with skill and efficiency.

Ability to drive a car, pickup truck, and other vehicles

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Previous experience in the public school system or institute of higher education or one year of work experience in manual work. A general knowledge of commercial cleaning techniques.

CERTIFICATES, LICENSES, REGISTRATIONS

Must maintain an active Utah Driver's License.

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	