



NEW: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	LEAD CUSTODIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8586
BARGAINING UNIT:	CLAH

SCOPE OF RESPONSIBILITIES
Provides and oversees business-like cleaning operations for offices/buildings.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Leads the custodians in their performance of routine and assigned work
Implements approved cleaning methods, standards, and schedules
Assures efficient quality results
Provides after hours building security (setting of alarm system, lock doors windows, etc.)
Performs assigned cleaning tasks
Assists with non-routine housekeeping tasks
Recommends personnel action with regard to custodians when necessary
Implements severe cold weather procedures and performs required building checks
Performs preventative maintenance tasks
Ensures the removal of snow and weeds from sidewalks and steps
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
One (1) year of current experience as a custodian
Recommendation of immediate supervisor, Principal or school center head
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in leading employees
Experience as a custodian in a school environment
Experience in a diverse workplace