



REVISED: 08/17/2022  
Submitted: 08/16/2022

JOB TITLE:	LEAD HOUSEKEEPING TEAM
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	220 +20 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8666
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for the safe and healthful operation of the physical plant and grounds; directs and participates with the housekeeping staff in custodial functions and preventative maintenance. Serves various locations within the District.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and organizes the work of the housekeeping staff (including temporary employees) and participates in custodial activities to accomplish daily, and periodic cleaning

Implements the established cleaning standards and methods using approved products and equipment

Conducts preventative maintenance program (minor maintenance) of facilities and ground; arranges for major maintenance as required

Evaluates, recommends disciplinary actions of custodial staff in cooperation with the Foreman Housekeeping

Observes established severe weather procedures and performs building checks

Cooperates and works closely with Custodial Lead Team (where assigned)

Ensures proper maintenance of the grounds to include snow and ice removal from sidewalks and steps

Maintains an inventory of custodial supplies and equipment, reordering as necessary

Schedules custodial services as necessary for extra-curricular (after-hours) activities

Evaluates staff as assigned

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 being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust fumes and gases

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Experience as a custodian in school environment

Effective communication skills

Valid Driver's License

Ability to supervise

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace
Successful completion of JCPS plant operator assessment and training program
Experience in leading employees

Footnote
This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.