

Lead Night Custodian

Purpose Statement

The job of Lead Night Custodian is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and the public; providing equipment and furniture for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner and overseeing and supporting assigned sweepers in the performance of their assignments.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Head Custodian

Essential Functions

- Arranges furnishings and equipment (e.g. assembly, club meetings, luncheon, removing furniture, etc.) for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Attends in service training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving and conveying information on new and/or improved procedures.
- Cleans assigned school facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Collaborates with head custodian for the purpose of planning, prioritizing and scheduling custodial activities to ensure that department objectives are achieved.
- Coordinates a variety of night time functions (e.g. activities, scheduled events, meetings, etc.) for the purpose of ensuring availability of facilities and/or equipment.
- Directs personnel as assigned (e.g. head adult sweepers, sweepers and student sweepers, etc.) for the purpose of maximizing the efficiency of the work force, developing trade and safety awareness and meeting shift requirements for night time functions.
- Distributes supplies and equipment for the purpose of disseminating materials to appropriate parties.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, restroom supplies, vacuums, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Participates in meetings as assigned (e.g. staff, training, interviews, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other positions within area of responsibility for the purpose of ensuring adequate coverage of custodial operations.
- Performs preventative maintenance and/or repairs/replacements (e.g. light bulbs, unclogs drains, sprinkler heads, changes filters, replace tile, etc.) for the purpose of ensuring availability and safety of facility.

- Prepares facility for daily operations as may be required (e.g. sweep/shovel/remove snow and sand walks, etc.) for the purpose of ensuring facilities are operational and safe for occupancy.
- Prepares documentation (e.g. work orders, supply orders, requisitions, etc.) for the purpose of providing written support and/or conveying information.
- Removes snow for the purpose of ensuring parking lots, entrances, and sidewalks are safe for vehicles and people. This includes weekends and holidays.
- Repairs furniture and equipment as maybe required (e.g. heating filters, lights, switches, unclogging drains, sinks, toilets, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds (e.g. lock doors, turn off lights, take down flags, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to the district.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering first aid; handling hazardous materials; operating equipment used in custodial work; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; methods of industrial cleaning; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources

from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

4