



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION:

Under the direction of the Building Principal maintains clean and safe building and grounds for all students, staff and visitors.

Job Title:	Lead Maintenance Custodian	Revised Date:	11-13-17
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Job Description: Maintain building and grounds to create a clean and safe environment.

- Note: Duties may vary some by building.
- Open building each morning.
 - Checks hot water heaters, gauges, thermostats, heating systems, cleaning equipment and perform general maintenance.
 - Daily setup for breakfast and lunches.
 - Mail pickup and delivery may be required.
 - Set up equipment, chairs and tables for special events. Cleans up afterwards.
 - Coordinates and assigns tasks to custodial staff on assigned shift. Reviews custodial assignments and tasks.
 - Assist with striping, waxing and resealing of all hallways and other tile floors.
 - Assist with emptying garbage, vacuuming, sweeping and/or cleans classrooms, hallways, cafeteria and entryways.
 - Assist with cleaning and disinfecting bathroom fixtures, clean mirrors and walls, fill towel and tissue dispensers.
 - Responsible for grounds maintenance (i.e. mowing, raking trimming, snow removal, applying salt on sidewalks etc.)
 - Order and maintain cleaning/maintenance supplies.
 - Order parts for minor maintenance and perform minor maintenance and handles any other minor problems that should arise that can be performed during the regular shift, replaces lights, locks, etc. Calls outside contractors if needed.
 - Reports any maintenance or any other problems to building Principal.
 - Completes or coordinates weekend/holiday door checks.
 - Find substitute staff as needed.
 - Assist with deliveries.
 - Coordinates all miscellaneous items that arise (cleaning windows, painting and requested items from staff)
 - Other duties as assigned.

Job Location:	Howard Lake MN	Company Industry:	Public School
Job Role:	Custodial	Employment Status:	Full-time
Employment Type:	Employee	Manages Others:	Yes
Band-Grade-Sub Grade:	B-2-2		
State Job Match Points:	138		

Qualifications:

- * Valid Minnesota Driver’s License
- * Strong interpersonal skills.
- * Ability to multi-task in fast-paced dynamic environment.
- * Basic math
- * Strong mechanical skills
- * Ability to climb ladders, lift and carry 50 pounds periodically
- * Good Computer Skills
- * Strong leadership

Career Level:	Entry Level	Years of Experience:	[1-3 years]
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Degree:	High school or Equivalent, Valid Driver’s License
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Local #284 Custodial

Approved By: Brad Sellner	Date Approved: 1-20-14
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