

TITLE: LEAD CUSTODIAN

QUALIFICATIONS:

1. Demonstrates aptitude for successful completion of tasks assigned.
2. Ability to read basic operating instructions and write reports.
3. See "Physical Requirements" listed below.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal and Director of Buildings & Grounds

JOB GOAL: To provide the community with a safe, attractive, comfortable, clean and efficient place to learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Performs and supervises the general cleaning and maintenance of buildings and grounds.
2. Opens the school building and prepares mechanical systems for the day.
3. Schedules the work assignments of Assistant Custodian and Custodial Helpers, reviews and evaluates their work performances.
4. Maintains materials inventory and requisitions supplies needed to facilitate the maintenance of the building and grounds.
5. Submits energy reports, employee time sheets, quarterly inventory reports, and reports of vandalism to the District Office. Analyzes and takes action on monthly boiler chemical level reports.
6. Inspects and repairs any non-major mechanical, electrical or plumbing systems.
7. Regulates heat, ventilation and air conditioning systems to provide appropriate temperatures and to insure economical usage of fuel, water and electricity.
8. Responsible for upkeep of grounds, including landscaping, weed control, mowing, snow removal and care of playground and grounds care equipment.
9. Routinely checks buildings on weekends or holidays.
10. Coordinates evening and weekend activities in buildings and grounds through the Community Ed office and advises Assistant Custodian, Custodians and Community Ed Custodians on procedures and precautions.
11. Arranges for substitute help when the Assistant Custodian or other Custodians are absent.
12. Distributes all food, materials and supplies to proper location, plus assist in having food ready for delivery each day.
13. Other duties as assigned.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- hearing and speaking to exchange information
- seeing to perform assigned duties
- dexterity of hands and fingers to operate equipment
- ability to bend, crouch, twist, reach, kneel, crawl, and balance during building maintenance activities

- pushing, pulling equipment that exceeds 100 pounds or lifting heavy equipment or supplies (up to 50 pounds)
- climbing stairs/ladders
- walking, standing or sitting for extended periods of time
- operating assigned equipment
- exposure to air contaminants, confined work spaces, dirt, electrical hazards, temperature extremes, noise, toxic materials and vibrations.

Offers of employment will be made contingent upon passing a pre-employment physical, and upon satisfactory evaluation of the results of a criminal background check. Candidates who refuse to submit to testing will be disqualified from the hiring process.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of noncertified personnel.

[10-14-2008- Lead Custodian]