Job Title:	Lead Custodian	**Wage/Hour Status:**	Nonexempt
Reports to:	Head Custodian	**Pay Grade:**	Auxiliary 2
Dept. /School:	Assigned Campus	**Date Revised:**	11/11/2016

Primary Purpose:

Under general supervision, performs a variety of unskilled and semi-skilled tasks to ensure the cleanliness and safety of the facility during day operations. Directs and coordinates the activities of the day custodial team at the assigned site.

Qualifications:

Education/Certification:
None specified

Special Knowledge/Skills:
Training or experience, which evidences knowledge of custodial techniques
Demonstrates the ability to perform moderate to heavy physical labor
Ability to read and interpret labels and warning instructions for cleaning, maintenance, and safety procedures
Knowledge of first aid and dealing with emergencies
Proficiency in the use of custodial equipment and cleaning materials
Knowledge of basic mechanical and technical applications as related to specific job functions
Must be able to pass criminal background check

Experience:
Two years experience in custodial services

Major Responsibilities and Duties:

Custodial Management:

1. Provide input to Head custodian regarding work habits of the day custodial staff.
2. Organize work schedule and provide direction to custodial staff.
3. Make visual inspection of his/her own area and areas of day custodial staff.
4. Demonstrates regular and predictable attendance.
5. On call for inclement weather days and special events in buildings.
6. Direct and assist in setting up facilities for special events.

Cleaning:

7. Performs a variety of task to ensure cleanliness of building (e.g., scrubs, dusts, wet mops, vacuums, strips, sweeps, finishes floors, empties trash, washes walls and windows, cleans dry erase boards, restrooms and locker rooms daily, furniture, equipment, and restrooms.
8. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean. (e.g., picks up trash, cleans entryways, flowerbeds.
9. Operates necessary equipment.
10. Comply with local laws and procedures for storage and disposal of trash.

Maintenance and Repair

11. Assist with lunchroom set up, including arranging tables and chairs.
12. Report major repair needs to maintenance office (e.g., replaces light bulbs, moves classroom furniture, sets up tables and chairs, etc.)
13. Move furniture or equipment within building as directed by Head custodian.

Safety

14. Assume responsibility for opening building each school day.
15. Oversee procedures for locking, checking, and safeguarding facilities.
16. Demonstrate and train others in the operation, handling, and storing of cleaning equipment and chemicals.
17. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
18. Inspect machines and equipment for safety and efficiency.
19. Operate tools and equipment according to established safety procedures.
20. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
21. Correct unsafe conditions in work area and report any conditions that are not correctable to Head custodian immediately.
22. Other duties as assigned.

Supervisory Responsibilities:

Monitor and supervise the work of day custodians.

Equipment Used:

Burnisher, floor scrubber, auto-scrubber, wet-vac., vacuum carpet dryer, carpet extractor, and trash compactor.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Strenuous walking, standing, climbing, pulling, pushing, stooping, bending and heavy lifting and carrying up to 50 pounds.
Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.