

LEAD CUSTODIAN- ELEMENTARY SCHOOL

DEFINITION:

Under the supervision of the Principal, leads and participates in routine custodial activities at an assigned elementary school site; maintains buildings and adjacent grounds areas in a clean, orderly and secure condition; trains and provides work direction to assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- **Plans, organizes and schedules custodial services at an assigned elementary school site and performs or leads the work of others in performing a variety of custodial tasks.**
- **Trains and provides work direction to assigned staff; assist in the selection, training of regular staff.**
- **Leads and participates in routine custodial activities at an assigned school site or facility; sweeps, scrubs, mops, strips, waxes and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops and other work areas; spot cleans and shampoos carpets.**
- **Cleans classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dusts and polishes furniture and woodwork; empties waste receptacles; spot mops spills; removes gum, debris and graffiti as needed.**
- **Cleans and disinfects drinking fountains and restroom facilities including sinks, toilets and urinals; fills dispensers with towels, soap, toilet paper and other items; washes mirrors, tile, walls and windows; unclogs drains and toilets.**
- **Picks up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweeps concrete surfaces adjacent to school building.**
- **Monitors inventory levels of instructional and custodial supplies; orders, receives, stores and distributes instructional and custodial supplies and materials as directed.**
- **Maintains various records related to facility usage, inventory and assigned activities.**
- **Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned.**
- **Replaces light bulbs and tubes; cleans boards, trays and erasers; empties pencil sharpeners; cleans tables, chairs and floors.**
- **Moves and arranges furniture and equipment; prepares classrooms and other facilities for special events or meetings as assigned; sets up and assembles chairs, tables and other furniture and equipment; cleans up furniture, equipment and debris following these events.**
- **Locks and unlocks doors, gates and windows as appropriate; turns lights on and off as needed; maintains security of assigned areas according to established guidelines; sets alarms as appropriate.**
- **Reports safety, sanitary and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority.**
- **Participates in the thorough cleaning and restoration of campus facilities during vacation periods.**

QUALIFICATIONS GUIDE

Knowledge of:

- **Proper methods, techniques, materials, tools and equipment used in modern custodial work at an elementary school site.**
- **Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.**
- **Proper methods of storing equipment, materials and supplies.**
- **Requirements of maintaining buildings in a safe, clean and orderly condition.**
- **Appropriate safety precautions and procedures.**
- **Proper lifting techniques.**
- **Principles of training and providing work direction.**

Ability to:

- **Oversee and participate in a variety of cleaning and custodial maintenance activities at an assigned elementary school site.**
- **Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.**
- **Use cleaning materials and equipment in a safe and efficient manner.**
- **Operate a variety of custodial equipment.**
- **Maintain tools and equipment in clean working order.**
- **Move and arrange furniture and equipment.**
- **Observe and report safety hazards and need for maintenance and repair.**
- **Understand and follow oral and written directions.**
- **Observe health and safety regulations.**
- **Meet schedules and time lines.**

EDUCATION/EXPERIENCE:

Any combination equivalent to: sufficient training to demonstrate the knowledge and abilities listed above and three years custodial experience.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Dexterity of hands and fingers to operate a variety of custodial equipment.**
- **Walking or standing for extended periods of time.**
- **Seeing to perform custodial duties.**
- **Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.**
- **Bending at the waist, kneeling or crouching.**
- **Reaching overhead, above the shoulders and horizontally.**
- **Climbing ladders and working from heights to replace light bulbs.**

WORK ENVIRONMENT:

Indoor and outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- **Subject to fumes, dust and odors.**
- **Exposure to cleaning agents and chemicals.**
- **Working on ladders.**
- **Seasonal heat and cold or adverse weather conditions.**

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