

# LAKEVILLE AREA PUBLIC SCHOOLS

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Chief Custodian – Middle School</b>	<b>LOCATOR: (Office Use Only)</b>
<b>DEPARTMENT/BUILDING:</b>	<b>All district middle schools</b>	<b>POSITION CLASSIFICATION:</b>
<b>TITLE OF IMMEDIATE SUPERVISOR</b>	<b>Custodial Supervisor</b>	<b>BARGAINING UNIT: Local No. 284</b>

### POSITION SUMMARY:

Position holder assumes overall responsibility to maintain a welcoming, safe, attractive, comfortable, clean and efficient building and building grounds. A 1<sup>st</sup> Class (1-C) Minnesota Boiler's License is required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Provide leadership and assigns work for building assigned custodians. Manages overall work schedule for building assigned custodial staff and substitutes.
2. Assists with the scheduling and training of new custodial staff in proper cleaning and minor maintenance.
3. Keeps custodial records as required and as assigned.
4. Confirms custodial staff assigned to the building appropriately log time worked, including sick and vacation days, in the district's online system.
5. Plans for and requests additional custodial staff, as needed, from the Custodial Supervisor to adequately cover the building hours due to custodial staff vacations.
6. Performs related custodial work as necessary.
7. Assigns and/or performs routine and specialized cleaning operations throughout the year.
8. Determines maintenance priorities and sequence of cleaning work in conjunction with the building Principal / Administrator.
9. Assists in directing routine unloading of supply vehicles.
10. Complies with occupational health and safety codes and standards.
11. Establishes and follows routine security procedures.
12. Participates in building safety and security drills.
13. Inspects and maintains custodial machines and equipment.
14. Performs minor repairs and/or replacement to building fixtures, light bulbs, mechanical, electrical and plumbing.
15. Utilizes the district's online work order system to notify Facilities and Plant Planning staff of moderate/major buildings and ground maintenance required.
16. Moves furniture and/or equipment and assists with moving items within the building.
17. Regulates heat, ventilation and air-conditioning systems, insuring economical usage of fuel, water, and electricity.
18. Orders, maintains and manages inventory of cleaning and custodial supplies for building.
19. Works with Facilities and Plant Planning to requisition items as needed for preventative and minor maintenance.
20. Reports acts of vandalism, theft, unsafe conditions or other physical conditions needing repair to building Principal and Custodial Supervisor.
21. Participates in the general cleaning and maintenance of the facility.
22. Assists the student nutrition staff with food deliveries and meal clean-up procedures as needed.
23. Performs routine/preventative maintenance on boilers and HVAC systems.
24. Performs routine checks of building, grounds and roof.
25. Performs routine grounds work, including snow and weed removal, around building perimeter.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Attends job related and/or mandatory workshops and training programs.
2. Works additional hours upon reasonable request.
3. Performs other job related functions as assigned.
4. Coordinates activities in buildings and on grounds through Community Education and Activities Departments. Advises custodians on procedures and precautions for evening and weekend activities.
5. Coordinates additional tasks for custodians and substitutes.
6. Serves as the point of contact for vendors performing work on the premises.
7. Participates in construction meetings with contractors, when a construction project occurs on the premises.
8. Promptly reports custodial personnel issues to the Custodial Supervisor.
9. Provides objective feedback on custodial staff performance to the Custodial Supervisor.
10. Responds to after hour building alarms and emergencies.

**POSITION QUALIFICATIONS** (Specific training or job experience required before appointment):

1. High School Diploma or equivalent.
2. 1<sup>st</sup> Class (1-C) Minnesota Boiler’s License and Pool CPO preferred.
3. Working knowledge of the materials, methods, equipment and practices used in cleaning and repair operations.
4. Working knowledge in the use of computers and technology.
5. Ability and willingness to assign and direct the work of other custodians and to train and instruct them.
6. At least two years building leadership experience as a custodian.
7. Ability to relate well to children, other staff members and the public.
8. Ability to effectively communicate, verbally and in writing.
9. Physical ability to perform heavy manual work in routine housekeeping, domestic tasks, and grounds work in and around school and other buildings.
10. Physical ability to work continuous hours on his/her feet.
11. Ability and willingness to perform work from a ladder.
12. Ability and willingness to perform all performance responsibilities assigned to custodians.
13. Such alternatives to the above qualifications as the supervisor may find appropriate and acceptable.
14. Ability to maintain effective working relationships with students, other employees, and visitors to the facility.
15. Ability and willingness to provide a team-centered, collaborative, professional custodial atmosphere that supports the academic mission of the district.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand				X
Walk				X
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance			X	
			X	

Stoop/kneel/crouch or crawl				
Talk or hear				X
Taste or smell			X	
Physical (lift and carry):				
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

**DATE:** 6/6/2018  
**REVISED:** 4/25/2014  
**REVISED:** 8/25/2016