



Submitted For  
Approval: 6/11/2019  
Effective: 7/01/2019

JOB TITLE:	LEAD CUSTODIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 4
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8586
BARGAINING UNIT:	CLAH

#### SCOPE OF RESPONSIBILITIES

Provides and oversees business-like cleaning operations for offices/buildings.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Leads the custodians in their performance of routine and assigned work

Implements approved cleaning methods, standards, and schedules

Assures efficient quality results

Provides after hours building security (setting of alarm system, lock doors windows, etc.)

Performs assigned cleaning tasks

Assists with non-routine housekeeping tasks

Recommends personnel action with regard to custodians when necessary

Implements severe cold weather procedures and performs required building checks

Performs preventative maintenance tasks

Ensures the removal of snow and weeds from sidewalks and steps

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

One (1) year of current experience as a custodian

Recommendation of immediate supervisor, Principal or school center head

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience in leading employees

Experience as a custodian in a school environment

Experience in a diverse workplace