

JOB TITLE: LEAD CUSTODIAN SERVICE WORKER

REPORTS TO: DIRECTOR OF PUPIL PERSONNEL - CHIEF OPERATIONS OFFICER (COO)

SALARY SCHEDULE: CLASSIFIED SALARY SCHEDULE C2

CLASS CODE: 7606

Scope of Responsibilities:

Provides and oversees businesslike cleaning operations for assigned district facilities and properties. Under general supervision of Building Principals and C.O.O., serves as lead worker in overseeing the safety and cleanliness of district facilities & property, in addition to performing the full range of duties as a custodian.

Performance Responsibilities:

1. The Lead Custodian Service Worker serves as liaison between the custodians and Building Principals and the C.O.O
2. For custodians, provide input on performance evaluations and disciplinary matters.
3. Leads the custodians in their performance of routine and assigned work:
4. Implements approved cleaning methods, standards, and schedules.
5. Assures efficient quality results.
6. Provides after hours building security (setting of alarm system, lock doors windows, etc.)
7. Performs assigned cleaning tasks.
8. Assists with non-routine housekeeping tasks.
9. Recommends personnel action with regard to custodians when necessary.
10. Implements severe cold weather procedures and performs required building checks.
11. Performs preventative maintenance tasks.
12. Ensures the removal of snow and weeds from sidewalks and steps.
13. Performs other duties as assigned by the Chief Operations Officer or **the superintendent.**
14. Maintains monthly inventory sheets for ordering cleaning and safety supplies.
15. Coordinates with maintenance department for service and repair of all cleaning machines and tools.
16. Replace lamps and ballasts, repair and/or replace light switches, receptacles and other minor electrical devices under 200 volts.
17. Participate in training as required

Minimum Qualifications:

1. High School Diploma or G.E.D.
2. One (1) year of current experience as a custodian
3. Recommendation of immediate supervisor, Principal or school center head

Desirable Qualifications:

1. Experience in leading employees
2. Experience as a custodian in a school environment

Physical Demands:

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. 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.

Revised: 2/16/2018