



Gaston County Schools

Lead Custodian

Definition

An employee in this class performs a variety of lead work, general custodial and grounds keeping work in the care and maintenance of assigned school buildings and facilities. Employee supervises subordinate custodians. Employee is also responsible for requisitioning necessary cleaning supplies. Tasks require continuing physical effort. Duties may also include assisting in maintaining building security or operating heavy floor cleaning equipment. Exposure to human body fluids may expose the employee to blood borne pathogens; therefore, this work is subject to the OSHA rules and regulations on blood borne pathogens.

Duties and Responsibilities

- Will be first on the “call list” for security.
- Performs a variety of manual activities, in accordance with established practices and cleaning schedules including cleaning and maintaining buildings; maintenance of grounds.
- Duties include but are not limited to: loading and unloading trucks; cleaning and sanitizing space and equipment; transporting equipment and general warehouse duties as may be required; verifying delivery orders for accuracy against written delivery invoices or work orders; placement of delivered items; delivers supplies to staff as assigned; maintains equipment according to schedule; assumes responsibility for maintaining sufficient levels of fuel, oil and other fluids vital to the proper functioning of equipment assigned.
- Independent tasks in unskilled and semi-skilled maintenance functions, such as delivery of supplies, materials, and equipment; making minor equipment repairs; reports needed maintenance and repair of equipment.
- Ensures the appearances of the site’s grounds are within standards based on guidelines of the Principal/Assistant Principal and Maintenance Department.
- Conducts spot inspections to ensure site is within standards.
- Maintains appropriate records and prepares reports as required.
- Works with the Maintenance Department and the Principal/Assistant Principal to plan and direct the summer cleanup program at the site.
- As required by the Principal/Assistant Principal, ensures site is set up to accommodate committees/groups hosting events at the site.
- Assures that grounds maintenance functions are accomplished; mows lawns and performs minor landscaping tasks.
- Work is subject to inside and outside environmental conditions, extreme temperatures, noise, hazards associated with maintenance and equipment operations, gases, oils, and fumes.
- Assists with ice and snow removal in inclement weather.
- Work is supervised by Principal, Assistant Principals, or designee, and is reviewed through inspections, observations, work review and discussions, feedback from school personnel, and completion of projects and tasks.
- As a supervisor, supervises subordinate custodians; therefore, must have exceptional interpersonal skills and provide direction.
- Performs other duties as assigned.

Physical Requirements

- Must be physically able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, talking, hearing and repetitive motions.



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- Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects.
- Must be physically able to operate vacuum cleaners, carpet shampooers, brooms, mops, leaf blowers, etc.
- Not restricted from climbing ladders.
- Must possess the visual acuity to determine the accuracy, neatness, or thoroughness of work assigned.

Knowledge, Skills and Abilities

- General knowledge of the standard methods, materials, and equipment employed in custodial work.
- General knowledge of routine maintenance requirements of buildings (bathrooms, offices, classrooms).
- General knowledge of safety precautions and warning signals regarding school building equipment.
- General knowledge of cleaning methods, materials and equipment, and physical ability to use equipment (i.e., floor stripper, waxer, buffer, etc.).
- Responsible for safely and timely completion of assignments at site/schools.
- Ability and knowledge to operate lawn equipment (weed-eater, riding mower, hedge trimmer, etc.).
- Ability to follow instructions.
- Ability to perform heavy physical work; ability to perform manual labor requiring continuous physical effort.
- Ability to identify cleaning needs and address with appropriate methods and supplies.
- Ability to operate computerized equipment that keeps building(s) functioning.
- Ability to establish and maintain an effective working relationship with administration, staff, and coworkers.
- Requires the ability to read, write and keep records; ability to perform simple calculations.
- Requires the ability to follow written and oral instructions.
- Ability to work independently with minimum supervision once the job is learned.
- Willingness to clean after students (in all situations).

Minimum Training and Experience

- Graduation from high school or equivalency preferred.
- Knowledge of basic methods, supplies, and tools used in custodial work preferred.
- Considerable experience in custodial work.
- Supervisory experience preferred.

Reports to: Principal/Assistant Principal

Classification: Non-Exempt

Salary: Entry Level, Grade 52, Step 00



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Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY:

Inside and Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Inside applicants may use Gaston County Schools' employees as references
- Complete online application
 - Upload cover letter to application
 - Upload current résumé to application

The following documents must be uploaded to online application, if Outside Applicant:

- Three completed current Classified Reference Surveys (from non-Gaston County Schools employees, not from family members) in AppliTrack application or three current, dated letters of recommendation (must be less than one year old) or a combination of the two
- Copy of last employment evaluation

Qualified inside and outside applicants should mail or email cover letter and résumé to:

Jamie Wallace, Principal
Gardner Park Elementary School
738 Armstrong Park Road
Gastonia NC 28054
Email: jawallace@gaston.k12.nc.us