

## Custodian Lead - Elementary School

### Purpose Statement

The job of Custodian Lead - Elementary School is done for the purpose/s of providing guidance, assistance and oversight while maintaining an attractive, sanitary and safe facility for students, staff and the public; providing equipment and furniture for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner; and overseeing and supporting assigned custodians in the performance of their assignments.

### Essential Functions

- Assists with loading and unloading trucks and/or trailers (e.g. supplies, materials, equipment, etc.) for the purpose of preparing and/or distributing materials to the appropriate locations.
- Assists with snow removal (e.g. shoveling, sanding, salting, etc.) for the purpose of ensuring a safe area clear of snow, in all necessary areas.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, break rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Communicates with district personnel via email, phone, and written message for the purpose of providing information and/or assistance, taking appropriate action and /or referring to someone else if appropriate.
- Conducts a variety of training (e.g. fire extinguisher, building security, alarms, use of cleaning solvents, floor care, etc.) for the purpose of ensuring that emergency procedures are in order, alarm systems are operational and/or established procedures are effective.
- Consults with supervisor for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Coordinates routine and emergency shift schedules and assignments for the purpose of ensuring adequate staffing for site requirements.
- Delivers a variety of items (e.g. custodial supplies, equipment, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within the site location.
- Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.
- Inspects facilities (e.g. pod areas, playground, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and identifying necessary repairs to facilities and/or equipment.
- Maintains facility cleanliness (e.g. sweep, mop, dust, polish, buff, wax, shampoo, wash, drinking fountains, etc.) for the purpose of providing a clean, sanitary environment conducive to learning.
- Oversees other custodial services employees for the purpose of ensuring appropriate use of time while focusing on job performance, to meet work requirements.
- Oversees facility maintenance activities for the purpose of ensuring that functions are performed efficiently in compliance with established standards.

- Participates in custodial in-service training, as assigned, (e.g. use of cleaning solvents, floor care, etc.) for the purpose of receiving and conveying information on new and/or improved procedures.
- Participates in meetings, as assigned, (e.g. staff, in-service training, workshops, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Performs summer maintenance (e.g. strip/wax floors, moves furniture, painting, etc.) for the purpose of completing and/or facilitation of summer construction and/or preparation for the following year.
- Performs preventative maintenance and/or minor repairs on custodial equipment and facility (e.g. light bulbs, clogged drains, touch up painting, change vacuum cleaner bags, buffing pads, classroom furniture, fixtures, etc.) for the purpose of maintaining the facility and equipment in operational order.
- Prepares facility for daily operations as may be required (e.g. opening gates, raising flags, sweeping walkway, cafeteria set up, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Prepares reports (e.g. requisitions, safety inspections, work orders, inventory records, time records, etc.) for the purpose of documenting activities and/or relating activities to administration for their action.
- Prepares facility for additional activities (e.g. meetings, conferences, dances, luncheons, sporting events, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, providing proper functioning and usability of items and facility.
- Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, injured and ill students, parents, visitors, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Responds to situations and/or inquiries involving staff, students, parents, visitors, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and potential liability.
- Supports other site maintenance staff (e.g. groundskeeper, trades, etc.) for the purpose of completing site custodial activities.
- Travels between school sites, as needed, for the purpose of ensuring that adequate staff is available at all sites to perform custodial services.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: handling hazardous materials; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; equipment maintenance; and cleaning chemical knowledge.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances;

work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities working as part of a team; working with frequent interruptions; and adapting to changing work priorities.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

### **Required Testing**

### **Certificates and Licenses**

### **Continuing Educ. / Training**

### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Kansas Certification of Health

### **FLSA Status**

Non Exempt

### **Approval Date**

7/1/2018

### **Salary Grade**

FAOP 12