

Custodian Assistant Lead

Purpose Statement

The job of Custodian Assistant Lead is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing and arranging equipment and furniture, etc. for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; and ensuring that assigned tasks are completed in a safe, proper and timely manner.

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, kitchens, stadium, 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.
- 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.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and identifying necessary repairs of facilities and/or equipment.
- Maintains facility cleanliness (e.g. sweep, mop, dust, polish, buff, wax, shampoo, wash, etc.) for the purpose of providing a clean, sanitary environment conducive to learning.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, soap, paper towels, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- 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, locker inspections, 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, etc.) for the purpose of maintaining the facility and custodial equipment in operational order.
- Prepares facility for daily operations as may be required (e.g. opening gates, raising flags, sweeping walkway, 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.
- 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.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, injured and ill students, alarms, etc.) for the purpose of taking appropriate action or notifying 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 potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance and cleaning; adhering to safety practices; handling hazardous materials; and operating equipment used in the custodial field.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; health standards and hazards; and safety practices and procedures.

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

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. utilization of 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 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 11