

## POSITION DESCRIPTION

**Position:** **Night Lead Custodian**

**Purpose:** Assist the maintenance operations coordinator with direction of the night custodial staff and maintaining the physical school plant and grounds in a condition of operating excellence in order to provide quality education and a safe environment for all staff and students.

**Primary Customers:**

**Internal:** Principal, director of facilities and safety, teachers, maintenance operations coordinator, custodial staff

**External:** Students, parents, community users

**Position Qualifications:**

**Education/Certification:**

- High school diploma or equivalent
- Certification of good health signed by a licensed physician,
- Valid bus driver's license
- Boiler license, at level required by building, will be required by the end of probation period.
- CPR and First aid training preferred.

**Experience:**

- Three years custodial experience, preferably in an educational setting.
- Supervisory experience preferred.

**Qualifications:**

- Knowledge of district policies and procedures, ability to perform minor repair jobs, set priorities, handle multiple tasks, and take direction from several sources.
- Ability to read and comprehend basic operating instructions, demonstrated communications skills, and ability to give work direction.

*All positions are designed to support the **MISSION** of the Eden Prairie School District:  
**Inspiring Each Student Every Day!***

### **Essential Responsibilities:**

- 1. Direct the work assignments of all night shift custodians.** Share written and verbal communication from principal, teachers, staff, maintenance operations coordinators (MOC), director of facilities and safety. Update night custodial staff on safety procedures and equipment operation. Demonstrate correct work procedures, assist crew in completion of tasks, intervene in minor complaints and disputes, prioritize work, monitor break times for staff, and constantly be aware of unsafe conditions.  
Result: Night custodial staff understands safety procedures, equipment operation, and concerns of building and district staff.
- 2. Assist in keeping assigned buildings and premises neat, clean, and safe at all times.** Clean

assigned work area, such as removing trash, vacuuming and sweeping, and scrubbing sinks and counters. Operate all types of power floor machines, scrubbers, wet and dry vacuums, and carpet maintenance machines. Comply with local laws for storage and disposal of trash, rubbish, waste, and flammable liquids. Report any unsafe situations to maintenance operations coordinator. Ensure that all sidewalks, stairs, and exits are free of snow and ice during the winter months. In summer months, more thorough cleaning, including cleaning furniture, walls, fixtures, and windows, will be assigned.

Result: School buildings are neat, clean, and safe at all times

3. **Assist in keeping assigned buildings and premises in good repair.** Report all major and minor repairs to the MOC. Maintain assigned work area. Ensure that all exit doors are open and all panic bolts and devices are working properly during evening activities and events. Refill and make minor repairs and adjustments on dispensing machines.

Result: Buildings and premises are in good working order.

4. **Other duties.** Help regulate heat and electricity. Close window, doors, turn off unneeded lights, and appliances, and check for proper temperatures on thermostats. Set up/take down cafeteria for after school activities, remove trash, scrub floor, and leave area clean and neat. Close school building at night. Set security system. Assist with recycling process; give directions to parents, setup for special evening events. Respond to staff requests for special assistance. Fill in for bus drivers as needed.

Result: Other assigned duties are performed in an accurate and timely manner. Lunchroom is clean, safe, and orderly. School building is open in a timely manner.

#### **Standard Measures of Accomplishment:**

1. Buildings and premises are cleaned and maintained in a professional and timely manner.
2. Repairs are noted and corrected to provide a safe, clean, and neat building and premises.
3. Facilities are set up for special events properly and in a timely manner.
4. Staff requests are responded to in a respectful and timely manner.
5. Customers are responded to in a respectful and timely manner.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

#### **Terms of Employment**

Classification Number:	Building Services
Hours/Week:	40*
Days/Year:	260 *

\*Hours and days of service are established by the school district and are subject to change according to district need.

Updated: 3/2015

Working conditions are determined by written contract between the Building Services Employees and the Eden Prairie School District.

**Evaluation**

A continuous performance improvement process will be developed with the supervisor, the maintenance/operations coordinator.