Night Lead Custodian

Department: Buildings and Grounds

Immediate Supervisor: Custodial Supervisor

FLSA Status: Non-Exempt

Position Summary

With the focus to support and advance Edina Public Schools' mission, vision and core values, the Night Lead Custodian, under the direction of the Custodial Supervisor, is responsible for coordinating, prioritizing and monitoring the work operations and staff assigned to the night crew. Duties associated with the job may vary from building but will include such tasks and duties as coordinating, monitoring, and assigning work orders to building cleaners; setting up equipment and needed supplies/materials for evening events in the building; assisting in cleaning assigned areas; performing general and routine maintenance; assisting in removing snow and ice on sidewalks and entry areas; and participating in summer cleaning activities.

Essential Duties and Responsibilities

Coordinates and monitors cleaning and custodial services in classrooms, offices, cafeterias, kitchens, hallways, locker rooms, gymnasiums, and all areas required in the school building. Communicates with the Building Principal and Custodial Supervisor concerning specific work orders, building needs, or concerns for the coming shift. Participates and cleans assigned portions of the building.

- Adjusts cleaning schedules to accommodate staffing changes and operational needs.
- Sweeps and wet mops floors and hallways, as necessary; waxes floors, as required
- Collects and removes trash and empties waste receptacles.
- Maintains cafeteria and commons areas by arranging furnishings, cleaning tabletops, servicing the staff lounge and scrubbing floors.
- Sanitizes drinking fountains, windows, mirrors, fixtures.
- Cleans and disinfects restrooms, sinks and toilets. Keeps soap dispensers filled and functioning. Fills paper products to dispensers
- Vacuums carpets and entry mats on a daily basis.

- Responds to spills and stains by cleaning and disinfecting affected areas.
- Operates floor scrubbers and related equipment to maintain floor cleanliness.
- Clears snow and ice from sidewalks and building entryways.

Assists with school and community activities and events.

- Facilitates the set-up and tear-down of chairs, tables, bleachers, scoreboards and equipment required for evening activities, community education programs or athletic events within the assigned building.
- Addresses questions, concerns, and facility-related issues that arise during evening building use.

Monitors building to ensure safe, secure, and efficient operations.

- Completes general maintenance and routine repairs within the building (e.g. changing light bulbs; hanging whiteboards and shelves; assembling furniture; etc.).
- Monitors building security by ensuring doors are locked, windows are secured and unauthorized individuals have exited the premises.
- Arms and verifies the proper operation of the building security systems.
- Conducts routine checks of boilers, vents, and HVAC systems
- Evaluates pool conditions and equipment through routine inspections when assigned to a building with a pool.
- Stores equipment appropriately and confirms it is maintained in safe working condition.

Performs other duties of a comparable level or type, as required.

- Communicates the district's vision, mission, core values and beliefs and provides assistance to individuals, other district staff, and the community concerning areas of expertise and knowledge.
- Attends training sessions, conferences, seminars, district, and departmental meetings. Keeps abreast of changing developments, trends, and technologies.
- Regular, reliable in-person attendance, punctuality, and adherence to the established work schedule are essential functions of this position.

Essential Skills Required to Perform Position Duties

- Demonstrating a collaborative, customer service mindset.
- Establishing and maintaining professional and courteous working relationships.
- Ensuring the use of culturally proficient communications and demonstrating an interest in working with diverse, multicultural members of the district and community.

- Using judgment and discretion in handling issues in accordance with district policies.
- Leading, delegating and monitoring staff activities and functions to assure work standards and compliance with departmental work orders, schedules, and responsibilities.
- Performing routine repairs and general maintenance within the facility.
- Checking and operating the boiler in assigned buildings.
- Evaluating and understanding pool maintenance in assigned buildings.
- Using and operating cleaning equipment and tools (e.g. scrubbers, buffers, vacuums, hand tools)
- Reading, understanding, and following safety procedures and written instructions.
- Using a variety of cleaning techniques.
- Utilizing appropriate chemicals and cleaning equipment.
- Training custodial staff in proper operating procedures and safe handling of chemicals.

Minimum Work Requirements

Education/Experience Requirements

High School Diploma or GED and a minimum of two (2) years previous custodial and general maintenance experience.

License/Certification Requirements

Must be willing and able to obtain and maintain a State of Minnesota 1st Class C Stationary Engineers License

Physical Position Requirements

Hazardous Working Conditions

Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption.

The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment of safety procedures.

Work Environment

Duties involve performing assignments in varied weather conditions indoors and outdoors. Employee (s) will sometimes work in a high-noise environment, and sustained periods of elevated sound levels.

Physical Activities

Activity	Time Spent
Stand	Frequently (34–67%)
Walk	Continuously (68–100%)
Sit	None (0%)
Use hands to finger, handle, or feel	Continuously (68–100%)
Reach with hands and arms	Frequently (34–67%)
Climb or balance	Occasionally (1–33%)
Stoop, kneel, crouch, or crawl	Occasionally (1–33%)
Talk or hear	Occasionally (1–33%)
Taste or smell	None (0%)
Lift, Carry, Exert Up to 10 pounds	Continuously (68–100%)
Lift, Carry, Exert Up to 25 pounds	Continuously (68–100%)
Lift, Carry, Exert Up to 50 pounds	Occasionally (1–33%)
Lift, Carry, Exert Up to 100 pounds	None (0%)

Classification History

Job description revised by ISD 273 Human Resources in June 2026.