

# Fountain-Ft. Carson School District Eight

## Job Description

Job Title: **Lead Custodian**  
Pay Schedule/Range: **Classified / 6**  
Prepared/Revised Date: **January 24, 2012**

Reports To: **Head Custodian**  
FLSA Status: **Non-exempt**  
Work Year: **261 days**

**SUMMARY:** Supervise and instruct custodial personnel in the proper procedures and cleaning standards of the District. Coordinate cleaning plans and schedules of custodial personnel. Assist evening custodians in cleaning procedures for the building. Work with Custodial Manager to ensure cleaning standards are met.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>
1. Assist in cleaning of classrooms, hallways, cafeteria, gymnasium, media center, locker rooms, auditoriums, lobbies, lounges, corridors, elevators, stairways, storage areas and other work spaces. Inspect work areas to ensure quality performance.	D
2. Work with evening custodians to promote customer service and teamwork, to ensure the highest quality of performance and maximum efficiency.	D
3. Provide training to new hires regarding district policies and procedures.	D
4. Instruct staff in the District's proper cleaning methods.	W
5. Monitor work areas and work practices to ensure that students, employees and visitors have a clean and safe environment.	W
6. Work with Operations and Maintenance to ensure that items or problems beyond the scope of Custodial Services personnel are promptly taken care of.	M
7. Assist Custodial Manager in monitoring cleaning plans, workloads and work schedules.	M
8. Deliver equipment and supplies to custodial staff.	M
9. Perform other duties as assigned.	Ongoing

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent vocational school
- More than one year and up to and including three years of experience in custodial work.
- Supervisory experience preferred.

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license.

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

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### Job Description

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

#### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage.

#### **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Head Custodian	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	Evening Custodians	Varies	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear;. The employee frequently is required to taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold; extreme heat; risk of electrical shock. The noise level in the work environment is usually loud.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to communicate, coordinate, instruct, and use interpersonal skills. Frequently required to compare, analyze, copy, compute, synthesize, evaluate, compile and negotiate.