

## Custodian - Crew Leader

### Purpose Statement

The job of Custodian - Crew Leader is done for the purpose of creating an attractive, sanitary and safe campus for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; minimizing property damage, loss and liability exposure and overseeing and supporting assigned site custodians.

### Essential Functions

- Attends in-service training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Cleans assigned school facilities (classrooms, offices, restrooms, grounds, etc.).
- Coordinates scheduled special events, meetings, stage events, etc. for the purpose of ensuring availability of facilities and/or equipment.
- Supervises and supports personnel as assigned for the purpose of maximizing the efficiency of the work force, assisting in performance evaluations, and meeting shift requirements.
- Greets individuals not known to be district employees, parents, etc. for the purpose of maintaining campus security.
- Inspects school facilities for the purpose of ensuring that the site meets district standards for safety and cleanliness, and/or identifying vandalism, equipment breakage, weather damage, etc.
- Performs functions of a custodian for the purpose of ensuring adequate coverage.
- Prepares documentation (e.g. schedules, work orders, requisitions, etc.) For the purpose of providing written support and/or conveying information.
- Prepares facility for daily operations (e.g. opening gates, building access doors, disarming security systems, raising flag, minor repairs, etc.) for the purpose of ensuring school facilities are operational and safe for occupancy.
- Procures supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mop s, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Trains assigned personnel (e.g. blood borne pathogens, cleaning solvents, floor care, etc.) for the purpose of developing professional skills and safety awareness.

### Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

### Job Requirements

#### Mental Requirements

**Mental Requirement - Level B** Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

**Problem Solving - Level 1** Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

#### Physical Requirements

**Physical Skill - Level A** Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

**Physical Effort - Level 2** Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.

## **Social Requirements**

**Human Relations Skill- Level A** Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

**Scope of Contacts - Level 1** The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

## **Work Environment**

**Performance Environment - Level A** Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

**Physical Working Conditions - Level 2** Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noise, temperature extremes, etc

## **Accountability**

**Level of Accountability -Level B** Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

**Organizational Impact - Level 1** Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

## **Experience, Education, and Certifications**

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

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

**Certifications/Clearances:** Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

## **Compensation Details**

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 109

Work Calendar: Support 12 Month Long