

## POSITION RESPONSIBILITY WRITE-UP

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<b>Position Title:</b>	Custodial Lead	<b>Date:</b>	January 2003
<b>Department:</b>	Buildings and Grounds	<b>Location:</b>	High School Middle School
<b>Accountable To:</b>	Principal Building Engineer		Parkview Center Fairview C.C.

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### Primary Objectives of Position

To provide leadership and direction to custodial staff in the absence of the Building Engineer.  
To provide timely services to all building occupants. To inform Building engineer of custodial equipment and material needs. To train staff in appropriate custodial methods and practices. To provide for the building occupants safety.

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## MAJOR AREAS OF RESPONSIBILITY

### Housekeeping

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|---|---|
| Cleans assigned area (e.g., sweeps, washes floors, vacuums, dusts; cleans blackboards, counters, sinks; empties wastebaskets).            | 1 |
| Scrubs and disinfects restroom areas, sanitary fixtures and drinking fountains.   | 2 |
| Cleans corridors, stairs, and entryways.  | 3 |
| Cleans and maintains custodial closet and equipment.  | 4 |
| Regularly cleans equipment and light fixtures.  | 5 |
| Follows a schedule to perform less frequent and major cleaning--e.g., washes windows, cleans lockers, shampoos carpet, refinishes floors. | 6 |
| Cleans up after student accidents or illness.   | 7 |

### Groundskeeping

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| Maintains sidewalks, steps, and other walkways in a clean and safe condition.  | 8  |
| Mows grass, seeds, trims, and landscapes as necessary, maintains attractive school grounds or assists grounds person when requested. | 9  |
| Regularly checks playground equipment; repairs or reports damage/deterioration.  | 10 |

### Repair and Maintenance

Makes routine minor repairs to plumbing, furniture, electrical systems, and HVAC systems.	11
Follows required procedures for storing, disposing, recycling trash and hazardous waste.	12
Replaces worn out bulbs, ballasts, and lenses.	13
Properly maintains and stores cleaning equipment	14

### **Safety, Security and Inspection**

When assigned, opens and/or closes the building and ensures all security measures are followed.	15
Checks building and follows defined procedures in case of fire or bomb threat.	16

### **Special Events/Seasonal Work**

Assigns and performs set up/takes down heavy or bulky equipment (bleachers, athletic equipment, tables, etc.)	17
Follows a plan and coordinates staff to set up chairs and equipment for assemblies/concerts.	18

## **KNOWLEDGE, SKILLS & ABILITIES**

Familiarity with cleaning procedures, equipment and supplies.	19
Ability to give and follow instructions, written and oral.	20
Appropriate boiler license at time of hire.	21
Ability to communicate with others using tact, courtesy, sensitivity and good will.	22
Knowledge of how to handle and dispose of hazardous materials, including chemicals.	23
Ability to work effectively as a team member and team leader.	24
Interest in working in a school environment.	25
High school diploma or equivalent.	26
Pool Operators license required for Fairview and Parkview	27

### **PERFORMANCE EXPECTATIONS**

Work is performed as instructed.	28
Work is planned to make efficient use of available time and resources.	29
Available information on students and staff is treated confidentially.	30
Services meet the need presented.	31
Effectively handles interruptions with patience and flexibility.	32
Assignments are completed with minimal supervision.	33
Accepts and affirms individual differences and cultural diversity.	33
Displays kindness and consideration toward others; is actively helpful.	34
Respects the needs of others; recognizes one's own responsibility as a district employee to respond to community interests.	35
Seeks ways to improve own performance and contribute creatively to the work unit's mission.	36
Responds effectively to recommendations for change.	37

### **OTHER WORK REQUIREMENTS**

Ability to make routine decisions and to prioritize assigned tasks of self and staff.	38
Must use good judgment in communicating with others.	39
Requires prolonged periods of standing and walking.	40
Daily lifting required, sometimes heavy, up to 50 pounds.	41
Must be alert to evident or possible malfunction in building systems and security.	42
May be required to change hours temporarily and be delegated duties of the Building Engineer	43
Performs other custodian duties as assigned.	44