



HEAD CUSTODIAN

POSITION DESCRIPTION

This position is eligible for membership in the International Union of Operating Engineers Local No. 286.

SUMMARY

Responsible for sanitation, maintenance, safety, comfort and security of school or district building to create and maintain a safe and pleasant environment for students and staff. In collaboration with building administration and custodial supervisor(s), provide oversight of the work of custodial personnel.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Perform general cleaning duties at assigned facility including clean/sanitize toilets, shower rooms, and other restroom fixtures; stock all dispensers; empty wastebaskets trash and recycle containers; clean and dust furniture, walls, baseboards, wall and ceiling fixtures; sweep, mop, strip and refinish floors; vacuum, shampoo and spot-clean carpets; wash windows and mirrors.
- Identify building deficiencies and, in a time effective manner, request corrective action utilizing the work order system
- Provide leadership and direction to night custodian(s) including the proper use of cleaning products and equipment.
- Develop and provide plans for assigned cleaning areas of all custodial personnel.
- Communicate with Custodial Supervisor and Custodial Services Manager around building needs, successes, and other pertinent issues
- Arrange furniture and equipment, pull out bleachers or set up risers for meetings, classroom activities, assemblies and events.
- Inspect school facilities for safety and repairs needed due to vandalism, equipment breakage or weather damage.
- Utilize electronic timecard, email and other computer-based systems.
- Order and maintain supplies and equipment including cleaning solutions and products, paper supplies, vacuums, mops, floor cleaning equipment, air filters, etc.
- Perform general maintenance care for facility, which may include replacing light bulbs; minor repairs and preventative maintenance to equipment and facilities and care of equipment; installation of fixtures and accessories; load, unload and transport equipment and material as needed; respond to emergencies and trouble calls.
- Check HVAC equipment and computer periodically and change filters three times a year.
- Respond to safety and/or operations concerns to resolve safety or sanitation issues.
- Secure facilities and grounds to minimize property damage, equipment loss and liability.
- May accept shipping orders for facility, and/or handle or move equipment and material throughout building.
- May help move or relocate computers and periphery
- Set up and take down cafeteria tables and clean serving and eating areas between and after student lunches.
- Models appropriate dress and behavior for students.
- Follows LWSD policies, procedures and protocols.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Knowledge of school operations, custodial means and methods, chemical safety.
- Basic understanding of the operation and maintenance (filters) of heating equipment.
- Ability to understand work standards to levels of service.
- Ability to perform simple building and grounds maintenance and minor repair work.
- Ability to establish and maintain effective working relationships with students, staff and community within a diverse population.
- Ability to effectively communicate English orally and in writing.
- Ability to proficiently operate personal computer, input data into job order database, and receive and send emails and district communications.

- Ability to follow prescribed guidelines for equipment use and operation.
- Ability to work independently.

EDUCATION AND EXPERIENCE:

- High school diploma, G.E.D. or work experience related to core functions of the position.
- Valid driver's license required.
- Post-employment physical required.
- Must pass criminal background check.

WORKING ENVIRONMENT

Note: In terms of an 8-hour workday, "Occasionally" = 1-33%; "Frequently" = 34-66%; "Continuously" = 67-100%. Occasionally: sit, lift and/or carry up to 50 lbs. Frequently: lift and/or carry up to 25 lbs.; bend, squat, crawl, climb, and reach above shoulder level and twist. Will also be required to use both left and right hands for repetitive action such as grasping, pushing and pulling, and fine manipulating. Continuously: walk and stand. On an occasional basis will be exposed to unprotected heights, dust, fumes, gases and commercial-strength chemicals, marked changes in temperature/humidity, and around moving machinery. Generally, the job requires 65% walking, 20% standing, and 15% sitting.

FINALISTS WILL BE CONTACTED FOR AN INTERVIEW

Please review LWSD Human Resources Employment Policies: <https://www.lwsd.org/employment/hr-employment-policies>, which includes our non-discrimination policy. We are not able to sponsor employment at this time.

LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE