

Lewis-Palmer School District Position Description

Position Title: Lead Custodian

Department: School Site

Reports To: High School Head Custodian

Days: As assigned

Non-Exempt

SUMMARY: As a working evening custodian, provide leadership and direction to High School evening custodian staff to maintain the facilities in a condition of cleanliness and operating excellence so that students and staff will furnish an attractive and comfortable educational environment. Also oversees the maintenance and repair of custodial equipment and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES REQUIRE THE ABILITY TO:

- Help in the selection, assignment and training of the high school night custodian staff.
- Perform periodic spot inspections of the other high school night custodians.
- Maintain necessary records for the custodial, maintenance supplies and equipment.
- Be available to the building administration staff for questions, answers and problem solving.
- Strive to consistently promote the safety, health and comfort of the students and staff.
- Be a point of contact for emergencies, activities and maintenance issues.
- Plan and supervise training programs to teach substitutes the proper use of supplies and equipment.
- Conduct on-going evaluations of all supplies and equipment and test new materials as available.
- Coordinate the schedule for custodial staff during school months and non-school months.
- Be responsible for building security including on-call for after hours emergencies.
- Work closely with the High School Head Custodian on problem situations and disciplinary actions.
- Lead by example in the areas of appearance, attendance, friendly relations with other school employees, courtesy to the public and loyalty to the district and job.
- Be available for inclement weather duties as needed or assigned.
- Ability to communicate well in written and verbal form.
- Any other duties as assigned by the Head Custodian.

DESIRABLE CHARACTERISTICS:

- A demonstrated understanding of all phases of work to be supervised.
- Ability to supervise subordinate personnel and organize/direct work projects.
- Mathematical skills and reasoning ability.

EDUCATION and/or EXPERIENCE: High School diploma or equivalent. A minimum of one year in the custodial field with the ability to demonstrate knowledge of custodial procedures, equipment and cleaning products. Basic computer skills to include outlook and words.

PHYSICAL DEMANDS: *The physical demands described here 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.*

Requires considerable walking, standing stooping and bending, pushing and pulling mops, brooms and electric battery-powered equipment. Requires disposing of refuse and cleaning of school fixtures. Also requires occasional outside window washing and sweeping of walks. Requires lifting up to 50 pounds frequently and carrying objects weighing up to 25 pounds. Requires exposure to harsh cleaning and disinfecting agents and toxic chemicals. Requires exposure to contaminated wastes and possibly some bodily fluids. Requires use of mechanical equipment requiring full manual dexterity, eye-hand coordination and alertness.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Combination of office and classroom environment. Frequent exposure to dirty and unsanitary conditions. Frequent exposure to cleaning fluids and toxic materials. Must be able to work evenings. The noise level is generally low to moderate.

Updated June, 2015