

# **RED LION AREA SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**TITLE:** ELEMENTARY LEAD CUSTODIAN

**STATUS:** NONEXEMPT – 12 MONTHS

### **QUALIFICATIONS:**

1. High school diploma.
2. Experience in custodial maintenance, cleaning services, or similar tasks preferred.
3. Such alternatives or equivalents to these requirements as the Board may find acceptable.

**REPORTS TO:** Director of Buildings and Grounds and Supervisor of Buildings and Grounds.

**JOB GOAL:** To plan, organize, and provide a clean, healthy, and safe learning environment and an overall aesthetically pleasing appearance of District-owned buildings and grounds.

### **ESSENTIAL FUNCTIONS:**

1. Maintain the cleanliness of all areas of building, including all hallways, common areas, classrooms, cafeteria, offices, etc., by performing such services and by directing building custodial staff as necessary.
2. Maintain inventory of equipment and supplies necessary to perform custodial functions within the assigned building, in accordance with supervisory personnel.
3. Report fuel oil inventory to the Assistant to the Director of Buildings and Grounds, as required.
4. Maintain the assigned building at the appropriate environmental temperature as required.
5. Verify proper operation of building boilers, furnaces, and HVAC equipment and report any malfunctions to the appropriate supervisory personnel.
6. Conduct or direct custodial staff to conduct security and building checks on weekends or holidays.
7. Maintain or direct custodial staff to maintain the proper operation of unit ventilators, including checking and cleaning filters and servicing motors, as needed.
8. Maintain or direct custodial staff to maintain the condition of building floors, including scrubbing and waxing as assigned.
9. Maintain or direct custodial staff to maintain the cleanliness and overall neat appearance of all exterior building features, including grass, shrubbery, and other vegetation.

10. Perform or direct custodial staff to perform all snow removal as assigned, including porches, sidewalks, doorways, and parking lots.
11. Report for duty as required during any emergency situation (i.e., severe snowstorm, fire, etc.).
12. Complete or direct custodial staff to complete minor repairs as needed, and submit work orders for major repairs.
13. Assist building staff or direct custodial staff to assist building staff before, during, and after student lunch period with respect to set-up and teardown.
14. Maintain sewage treatment plants and records, if necessary for assigned building.
15. Conduct or direct custodial staff to conduct pest management (insect, mice, etc.) under direct supervision of a certified applicator.
16. Perform all the duties of regular building custodians as required.
17. Follow all required safety procedures for the safe operation of the building, equipment, cleaning materials and chemicals, etc.
18. Provide quality customer service to all faculty, students, parents, and community members.
19. Promote positive public relations through appropriate interaction with the media, parents, taxpayers, staff, and others.
20. Comply with all rules, regulations, and policies of the District.
21. Perform all other duties and responsibilities as assigned by the Assistant to the Director of Buildings and Grounds, Building Principal, or other supervisory personnel.

**PHYSICAL DEMANDS:** Constant climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, hearing, talking, and repetitive motions.  
 Constantly alternating between sitting and standing.  
 Occasionally works at heights above ten feet.  
 Heavy to very heavy work requiring lifting 60 pounds or more.

**SENSORY ABILITIES:** Visual acuity.  
 Auditory acuity.

**WORK ENVIRONMENT:** Subject to inside and outside environmental conditions.  
 Exposure to hazards, including a variety of physical conditions, such as closeness to moving mechanical parts, electrical current, working on scaffolding or high places, exposure to high heat and chemicals.  
 Exposure to atmospheric conditions that affect respiratory system or skin, such a fumes, odors, dust, mists, gasses, or poor ventilation.  
 Occasional exposure to human waste and/or bodily fluids.

**TEMPERAMENT:** Must possess excellent interpersonal skills.  
Must be able to work in an environment with frequent interruptions.  
Able to make judgments and work under high levels of stress.

**COGNITIVE ABILITY:** Ability to communicate effectively.  
Ability to organize tasks.  
Ability to handle multiple tasks.  
Ability to exercise good judgment.

**SPECIFIC SKILLS:** Must possess working knowledge of materials, chemicals, supplies, tools, and equipment necessary to maintain a clean and neat appearance of District property.  
Must possess superior customer service skills.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

**TERMS OF EMPLOYMENT:**

This position is part of the bargaining unit represented by the Red Lion Area Education Support Professionals Association. All terms and conditions of employment will be in accordance with the applicable Collective Bargaining Agreement, the board-approved contract for this position, and School Board Policy.

*The information contained in this job description is for compliance with Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for the position. The individual currently holding this position performs additional duties as may be assigned.*

*The District may make reasonable accommodations consistent with all applicable laws and regulations, to enable individuals with disabilities to perform the non-exhaustive list of essential functions in this job description. Reasonable accommodations may only be made pursuant to an interactive process and only to the extent such accommodations do not pose an undue hardship or direct threat to the health and safety of the school community.*

The Red Lion Area School District is an Equal Opportunity Employment, Educational/Service Organization.

**Date Revised:** November 28, 2022

Employee: \_\_\_\_\_