



## **JOB DESCRIPTION**

### **CUSTODIAN III – Day Lead**

The Custodial Department's objective is to maintain a safe, clean, comfortable, and attractive learning environment for students, staff, and community members.

A Custodian III – Day Lead will assume responsibility for the cleanliness of an assigned facility. This position generally works daytime hours at an elementary school, leading a team consisting of one to two other custodians. Day Leads are responsible for the custodial operations of an assigned building.

### **ESSENTIAL FUNCTIONS**

1. Under direction from management, is responsible for ensuring all custodial operations of the building are functioning efficiently and effectively.
2. Under direction from management, provides guidance, training, and other support to a small team of co-workers in an assigned elementary facility.
3. Order and maintain an appropriate level custodial supplies.
4. Perform preventative maintenance on custodial equipment.
5. Maintain general cleanliness of interior and exterior of an assigned facility.
6. Plans and oversees restorative cleaning tasks during school breaks.
7. Establish and maintain a cooperative and effective working relationship with students, staff, and community members.
8. Move furniture, equipment and supplies within building as required.
9. Report mechanical malfunction and/or building damage. Submits work orders when necessary.
10. Checks and responds to emails from building staff and management daily. Shovel and/or sand walking steps and driveways as necessary during inclement weather events.
11. Know and execute facility security procedures as required.
12. Observe and follow safety and health regulations and District guidelines.
13. Give assistance to and works harmoniously with user groups.
14. Respond to administration and/or staff requests.
15. Maintain regular attendance; adhere to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.  
Perform related work consistent with the scope and intent of the position.

### **MINIMUM QUALIFICATIONS**

1. Physical requirements: move 50 pounds; climb ladders to heights of 25 feet; be on feet for an 8 hour shift.
2. Experience and/or demonstrated aptitude for successful performance of job responsibilities.
3. Ability to communicate effectively in the English language.
4. Culturally Competent; ability to work effectively and respectfully with diverse populations.

## **EMPLOYMENT INFORMATION**

Benefits: Consistent with the SEIU Local 925 Agreement