

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** LEAD CUSTODIAN (Elementary)

**CLASSIFICATION:** II

**REPORTS TO:** Asst. Supervisor of Buildings & Grounds

**FLSA STATUS:** \_\_\_ Exempt     X Non-Exempt

**STATUS**            X Full Time     \_\_\_ Part Time

X Hourly        \_\_\_ Salary

**DATE REVISED:** September 2008

**BASIC FUNCTION:** The job of “Lead Custodian” is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

**ESSENTIAL FUNCTIONS:**

- Provide training & leadership to custodial staff in his/her assigned building.
- Supervise 2<sup>nd</sup> shift custodial staff during regular cleaning hours.
- May conduct weekend building checks for security and mechanical purposes in absence of Head Custodian.
- Instructs substitute custodians when regular staff is absent.
- Substitutes for Head Custodian in their absence.
- Monitors maintenance to custodial equipment and reports to Head Custodian repair/replacement as necessary.
- Must be able to work from ladders of various heights.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Responsible for snow removal around building entrances & sidewalks that are not accessible by Central Service plows.
- Inspects building for vandalism and files appropriate reports with police and building secretary.
- Assists Central Service staff when necessary by providing information or help.
- Performs light maintenance on building systems such as but not limited to replacement of light switches, receptacles and light ballasts.
- Contacts Mechanics during 2<sup>nd</sup> shift hours for emergency repairs to equipment and facilities.
- Monitors and records temperatures on milk coolers, refrigerators and freezers for food service during weekend building checks.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with Head Custodian & building principal.
- Empties trash receptacles in assigned area daily. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Substitutes in absence of Head Custodian.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.

- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License. Completion of orientation and 2 week trial period.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	{ } None	{ } 1-4 hrs	{ } 4-6 hrs	{x} 6-8 hrs
b. Sit	{ } None	{ } 1-3 hrs	{ } 3-5 hrs	{x} 5-8 hrs
c. Drive	{ } None	{x} 1-3 hrs	{ } 3-5 hrs	{ } 5-8 hrs
- Employee may use hands for repetitive: {x} Single Grasping    {x} Pushing & Pulling    {x} Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls: {x} Yes                                    { } No

4. Employee may need to:
- |                 |  |                                       |                                     |
|-----------------|--|---------------------------------------|-------------------------------------|
| a. Bend         | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat        | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift         | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
5. Lifting:
- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.                          |
| <input type="checkbox"/>            | Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.                              |
| <input type="checkbox"/>            | Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.       |
| <input type="checkbox"/>            | Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking. |
| <input checked="" type="checkbox"/> | Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.       |
6. Environmental Exposure:
- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | May be exposed to sun, rain, wind, snow       |
| <input checked="" type="checkbox"/> | May be exposed to extreme heat or cold        |
| <input checked="" type="checkbox"/> | May be exposed to confined spaces             |
| <input checked="" type="checkbox"/> | May be exposed to heights of more than 6 feet |
| <input checked="" type="checkbox"/> | May be exposed to dust & dirt                 |
| <input checked="" type="checkbox"/> | May be exposed to chemically treated fluids   |

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_