

## Human Resources

### Custodian Night Lead

**Department:** High School  
**Reports to:** Plant Foreman  
**Placement:** Classified Non-exempt Salary Schedule  
**Term:** See Duty Day Calendar

#### Position Summary:

Under general supervision of the plant foreman, assists in the night supervision of staff in order to maintain buildings in a clean, safe and efficient manner.

#### Essential Functions:

- Assists the Plant Foreman in the supervision and coordination of Maintenance and Custodian personnel at the site.
- Assists Plant Foreman in developing methods and procedures for maintenance and custodial activities.
- Assists the Plant Foreman and issues assignments to each employee on the shift.
- Assists in the selection, evaluation and termination of custodial personnel.
- Trains and orients new employees.
- Reports major repairs, discrepancies or maintenance requests, in writing, to the Plant Foreman.
- Responsible for plant security during the shift and for final security of the plant at the close of the shift.
- Be accountable for the quality and effectiveness of the custodial service performed on this shift.
- Gives notice of emergency absences.
- Performs custodial and maintenance duties as assigned in addition to providing leadership.
- Verifies work performance
- Ensures that all work is completed in accordance with District policy and applicable state and federal laws.
- Performs any other duties as designated by the Plant Foreman.

#### Training and Experience:

- High school diploma or equivalent.
- Three years' previous custodial experience preferred.

#### Licensing/Certification Requirements:

- Obtains and maintains current CPR certification.

#### Knowledge Of:

- MSDS (*material safety data sheets*).
- Materials used in custodial work.

#### Skill In:

- Operating, caring for and cleaning custodial equipment.
- Working harmoniously with administrators, principals, teachers, and staff.

#### ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

*When duties and responsibilities change and develop, this job description will be reviewed and subject to changes of business necessity.*