JOB DESCRIPTION
NIGHT LEAD CUSTODIAN
PLANT OPERATIONS

JOB DESCRIPTION CREATION / REVISION DATE: 6/19/18

POSITION TITLE: Night Lead Custodian – Grade 4 / Classification 43

DEPARTMENT: Plant Operations

REPORTS TO: Coordinator of Custodial Services

SUPERVISES: N/A

POSITION GOAL(S):
The purpose of this position is to provide custodial coverage and support for evening school events and rental programs, perform minor maintenance tasks in areas occupied during the day, and complete scheduled custodial duties. This position takes responsibility for building security and safety during scheduled events and at the end of the shift.

JOB DUTIES / ACCOUNTABILITIES:
1. Custodial duties, including, but not limited to, mopping, sweeping, floor stripping and waxing, carpet cleaning, restroom cleaning and maintenance, ceiling tile and light replacement, univent and filter changes, furniture repair and assembly/adjustment, locker repairs, minor painting, trash removal, graffiti removal and daily and special event set-ups.
2. Responsible to check building systems nightly and notify head custodian and/or Plant Operations of problems.
3. Available to work anytime for building emergencies, break-ins, fire and security alarms. Ability to assess and take appropriate measures to secure the building, notifies appropriate staff, and makes it operational.
4. Maintains inventory and orders supplies, as needed.
5. Responsible for monitoring and completing work orders and supervisor requests through computerized work order and email systems.
6. Performs minor electrical and plumbing maintenance, including changing ballasts, outlets, switches and flush valves.
7. Responsible for delivering freight to classrooms and departments within the building.
8. Assumes general responsibility for building cleanliness and security.
9. Assists head custodian and maintenance and/or grounds staff, as needed.
10. Lead and works as a team member with contract cleaners/supervisors to ensure building needs are met. Responsible for notifying head custodian of problems that occur at night.
11. Grounds upkeep, including snow removal, salting and landscape maintenance.
12. Responsible for snow and ice removal before and after hours during the winter months.
13. Flexibility to work first or second shift, depending on the needs of the building.
14. Performs other duties as assigned.

EXPERIENCE / KNOWLEDGE:
1. Strong interpersonal skills and ability to work cooperatively and effectively with adults, students and with the various publics that use the facility.
2. Must be cooperative, congenial and service-oriented.
3. Ability to work independently and as a team with minimal direction to resolve issues.
4. Ability to read and write in English and perform simple math.
5. Basic computer knowledge.
6. Ability to operate industrial-rated cleaning equipment.

**EDUCATION:**
1. High School Diploma or equivalent required.
2. One year experience in custodial related duties.

**PHYSICAL DEMANDS:**
1. Ability to sit, stand, kneel, stoop, climb stairs and walk for extended periods of time.
2. Must be able to lift 75 pounds.
3. Ability to work on ladders.
4. Ability to push/pull 100 pounds.
5. Ability to work in inclement weather for prolonged periods.
6. Overall good physical health and ability to perform custodial related duties.

**TERMS OF EMPLOYMENT:**
This is a 12-month position. Salary and benefits as established by the Board of Education. Flexible hours/OT may be necessary.

**EVALUATION:**
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support service personnel and union contract.

Employee Signature: ________________________________ Date: ______________

Supervisor Signature: ________________________________ Date: ______________