



Union County Public Schools

Job Description

POSITION TITLE: Custodial Services District Lead	TERM OF EMPLOYMENT: 12 months
DATE: 06/15/2023	DATE OF PREVIOUS REVISION: 12/16/2017
FLSA EXEMPTION STATUS: Non -Exempt	PAY GRADE:

JOB SUMMARY: Under general supervision, a District Lead provides oversight of the site based custodial team employees to ensure that the custodial services team is maintaining a safe, clean and healthy environment for staff, students and visitors.

ESSENTIAL JOB FUNCTIONS	
1.	Develops school cleaning plans with site administrators for assigned custodians
2.	Performs inspections and provides action plan guidance to administration regarding the job performance of employees and cleanliness of the site
3.	Actively participates in the employment cycle, i.e. hiring, growth planning and termination, of employees

DUTIES & RESPONSIBILITIES	
1.	Accurately maintain records as required by state or federal laws, and Union County Board of Education policies, and adhere to confidentiality requirements of state and federal law.
2.	Serves as the liaison for site administrators on custodial services
3.	Provides new hire and on-going on the job training to employees such as standard task procedures, care and use of custodial equipment and product use.
4.	Performs monthly inventory of supplies/inventory for each school and orders additional items as necessary to maintain an adequate quantity of cleaning and paper supplies



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5.	Performs documented evaluations of employees on a bi-annual basis (2x per year)
6.	Ensures environmental, safety and health regulations are adopted and followed by employees.
7.	Utilizes professional and courteous communication with all internal and external stakeholders (i.e. students, parents, teachers, community members, etc.)
8.	Effectively produces professionally written correspondence across various communication mediums, i.e. cell phone, computer
9.	Participates in departmental, district level and other meetings as directed by supervisor
10.	Performs other duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS	
Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none"> • High School diploma or equivalent • Valid North Carolina Driver's license 	○

KNOWLEDGE, SKILLS, AND ABILITIES
TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION: Significant knowledge of cleaning methods, materials and equipment utilized to maintain a large structure
COMMUNICATION/INTERACTIONS Ability to work with diverse individuals and/or groups
CUSTOMER RELATIONSHIPS Requires the ability to interact with people beyond giving and receiving instructions. Must be adaptable to performing in stressful and emergency situations



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PHYSICAL REQUIREMENTS

WORK ENVIRONMENT:

Physical Demands: Light to Medium. Ability to lift up to 60 lbs. Exert up to 25 lbs. of force occasionally, and up to 15 lbs. of force frequently. Frequent standing, walking, reaching, handling, Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Indoor and outside conditions

Hazards: Uneven walking/working surfaces, lifting/carrying of materials and equipment, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.