




Unified School District 232, De Soto, KS

Operations

Title	Lead Custodian
Job Function	The lead custodian supports the staff and students of USD 232 by providing a safe, clean, operational, and productive learning environment with a customer service mindset. To accomplish these tasks, the lead custodian must work closely with the staff and administration of USD 232.
Supervision	Custodial Supervisor/Building Principal
Benefits	<ul style="list-style-type: none"> • Fringe benefits as scheduled by the Board of Education • 10 vacation days per year • 8 sick days per year • 4 personal days per year • 11 paid holidays • Bereavement leave • 250 day work day calendar
Required Qualifications	<ul style="list-style-type: none"> • High school diploma or equivalent • Job related experience with increasingly levels of responsibilities desired • Completion of clear, criminal background check. • Must pass standard strength and agility test • Ability to read chemical labels • Ability to work independently without supervision • Must be available to work some weekends. • Desire to continue career improvement
Physical Requirements & Conditions	<ul style="list-style-type: none"> • Requires prolonged sitting or standing • Requires physical exertion to manually move, lift, carry, pull or push heavy objects, up to 50 pounds. • Requires stooping, kneeling, crawling, bending, turning, and reaching. • Requires climbing and balancing • Must work indoors and outdoors year round. • Must work in noisy and crowded environments. • Must work in and around dust, fumes, and odors.
Essential Functions	<ul style="list-style-type: none"> • Provide safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. • Ensure that all activities conform to district guidelines. • Communicate effectively with members of the school district and community. • React to change productively and handle other tasks as assigned. • Appropriately operate all equipment and machines as required • Recognize and apply district safety standards with both materials and equipment. • Clean and maintain district owned equipment.

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- Recognize, implement, and follow established policies and procedures.
 - Plan the cleaning of district facilities.
 - Plan set ups and tear down for school activities and renters using district facilities.
 - Plan scheduling for district facility needs.
 - Communicate scheduling and facility needs to supervisor and administration
 - Inspect cleanliness of district facilities.
 - Supervise and evaluate evening custodians.
 - Assist with scheduling and training custodial staff.
 - Assist with snow removal of district facilities.
 - Support the philosophy and mission of USD 232.

FLSA – Non-Exempt
1/11/24