
POSITION DESCRIPTION

Independent School District No. 284
Wayzata, Minnesota 55391

This Position Description was revised in November 2008

- I. Title Position: **Night Lead Custodian, Elementary**
Unit: Custodial
- II. Reporting Relationship:
The Elementary Night Lead Custodian reports directly to the Building Head Custodian, receives occasional work direction from the Building Principal and is under the general supervision of the Director of Buildings and Grounds.
- III. Basic Function of the Position:
To maintain a clean, sanitary environment for staff, students and public to work, learn and enjoy. Coordinate custodial activities during the evening, giving work direction to fellow custodial personnel for set-ups and projects. Must be willing and able to fill in for the Head Custodian, on short notice, when needed. Willing and able to follow safety guidelines and rules and willing and able to use recommended Personnel Protective Equipment (P.P.E.)
- IV. Duties and Responsibilities of the Position:
- a. Performs routine and project cleaning of assigned classrooms, offices and corridors. Duties include empty waste receptacle, vacuum and/or sweep floors, empty sharpeners, clean/disinfect sinks and fountains, straighten and clean furniture, refinish hard surface floors, carpet extraction, marker and chalk board cleaning.
 - b. Performs routine and project cleaning of assigned lavatories and locker rooms. Duties include cleaning and disinfecting lavatory fixtures, sinks, walls, floors, mirrors, dispensers. Keeps paper and soap dispensers filled and functioning, empty waste receptacles and insures odor control.
 - c. Perform minor maintenance duties including but not limited to: cleaning and lubricating univents, changing filters, changing light bulbs, adjusting equipment and furniture, small painting projects.
 - d. Responsible for securing the facility including closing and locking windows, locking doors, insuring security lights are operating, activating the security alarm.
 - e. Performs exterior maintenance including snow and ice removal, lawn mowing, trimming and maintenance, maintain plantings, exterior window and wall cleaning.
 - f. Operates a variety of equipment including but not limited to vacuum cleaners, battery operated floor scrubbers, rotary floor machines, carpet extractors, pressure washers, snow blowers, lawn mowers, weed whips, power brooms.
 - g. Reports all needed repairs to the building head custodian
 - h. Interacts with building occupants to insure doors are open, equipment needed is available, and all of their needs for the facility are met.
 - i. Maintain a positive working relationship with all building occupants including staff, students, parents, visiting teams and the public in the use of the facility.
 - j. Serve as the shift engineer on the alternate shift, responsible for the heating, cooling, ventilation and life safety systems in the facility.
 - k. Perform other related duties as apparent or assigned.
- V. Supervisory Responsibilities:
In the absence of the Elementary Head Custodian gives work direction to custodian staff. Substitute Custodians. Night and Weekend building usage. Training of new employees

- VI. Education and/or Experience:
High school diploma or equivalent
- VII. Certificates, Licenses and Registrations:
Must be willing and able to obtain the required State of Minnesota Stationary Engineers License within a specified time frame as follows:
- a. 2nd Class C Stationary Engineers License or higher for Kimberly Lane, Sunset Hill, Birchview, Greenwood, Plymouth Creek and Gleason Lake Elementary.
 - b. 1st Class C Stationary Engineers License or higher for Oakwood Elementary.
- Must be willing and able to successfully complete the required Health and Safety training curriculum within a specified time frame.
- VIII. Language Skills:
Verbal communications skills needed to deal with the building users and with fellow employees. As questions arise, they must communicate with the public, answer questions and make decisions on facility use. Written communication skills are needed to leave correspondence with the day employees if problems arise or repairs are needed.
- IX. Mathematical Skills:
Basic skills to be able to determine dilution ratios, converting ounces to gallons, etc.
- X. Reasoning Ability:
The ability to estimate time required to perform certain tasks as personnel are taken away from routine assignments to do special set-ups. The ability to determine if requests can be accomplished by the evening staff on the spot or need to be deferred to a later time. Be able to reason with building users when they need something, to enhance the public relations of the district.
- XI. Other Skills and Abilities:
Learn the operations of the buildings life safety systems such as fire alarm panel, sprinkler system, security alarm, emergency lights and know how to react when these systems are activated.
- XII. Physical Demands:
Lift and carry 40 lbs routinely, 60 lbs occasionally and over 60 lbs with team lifts, be on your feet walking for the entire 8 hour shift, twisting and turning, stooping and bending continuously, grip strongly, working with arms over head, working in loud, noisy environment are all required of this position. In addition the position requires the ability to climb ladders, climb stairs, work at heights, aerial work platforms, work indoors, work outdoors in all weather conditions. Must be able to respond to calls for alarms etc. at all hours of the day and night and must be able to be physically active and busy for eight hours. Push/pull loaded carts, hand trucks and pallet jacks. Willing and able to shovel snow for extended period of time.
- XIII. Work Environment:
Must be willing and able to work in the following conditions: dusty, wet, cold, hot, high humidity, noisy, indoors, outdoors, on ladders, in small spaces, on roofs, in aerial work platforms. Regularly work with chemicals requiring special personal protective equipment. Clean up body fluid spills.