

**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION: Lead Custodian
DEPARTMENT: Maintenance & Custodial Department
REPORTS TO: Maintenance & Custodial Foreman
CLASSIFICATION: Non-Exempt (hourly), Grade B
SUPERVISES: Custodian
PURPOSE: The Lead Custodian is a working supervisor responsible for providing a clean and healthy atmosphere for all students and employees. They will work collaboratively with all staff members and administrators, as appropriate.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Train new employees; supervise custodial staff in assigned building; issue daily work assignments; monitor work in progress and/or check completed work; assist staff with problems or unusual situations; handle minor personnel problems; and report significant personnel problems to Maintenance & Custodial Foreman
- Clean building floors: vacuum, sweep, dust mop, wash, strip, wax and buff
- Clean and stock bathrooms, change and clean shower curtains
- Wash and clean windows, walls, chalkboards, trash cans, water fountains and sinks
- Dust furniture, fixtures, and woodwork
- Move furniture, equipment, and supplies
- Provide set up and break down of cafeteria, gymnasium, auditorium or other spaces for special events
- Empty trash receptacles and pick up litter in and around buildings
- Repair/replace ceiling tiles; replace light bulbs, change clocks
- Remove snow from immediate walks and exits and spread snow melting chemicals
- Provide routine grass trimming and leaf raking near building entrances
- Unload materials from delivery trucks
- Order and maintain an appropriate inventory of custodial supplies and equipment
- Assume responsibility for general security of building assigned, ensure all exit doors are secure and working properly during building occupancy
- Ensure that all applicable work safety and security procedures are followed
- Monitor building to ensure standards for cleanliness and safety are maintained
- Report safety hazards and any damage to school property to Maintenance & Custodial Foreman or Building Principal as soon as possible
- Promptly report major repairs needed to the Maintenance & Custodial Foreman, and perform minor and/or emergency repairs
- Exhibit commitment to the School District's Vision Plan

Job Knowledge, Skills, and Abilities

- Knowledge of effective custodial procedures including the operation of equipment and fire/safety codes
- Knowledge of successful supervisory practices
- Demonstrated leadership skills
- Determining the kind of tools and equipment needed to do a job
- Talking to others to convey information effectively
- The ability to teach various aspects of the job
- The ability to work independently with little or no supervision
- The ability to read and comprehend simple instructions, short correspondence and memos

- The ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, staff, administrators, parents and representatives of outside organizations
- The ability to work cooperatively and effectively with peers, subordinates, supervisors, parents and outside agencies
- The ability to be dependable, punctual, and to take the initiative

TOOLS/TECHNOLOGY REQUIREMENTS:

Hand sprayers, Vacuum cleaners, Floor polishers, Dust mops, Carpet cleaning equipment, Ladders, Brooms, Safety glasses, Shovels, Pressure or steam cleaners, Squeegees or washers, Floor scrapers, Wet mops, Mop wringer, Protective gloves

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- High School Diploma (or GED or High School Equivalence Certificate)
- Two years prior successful experience as a custodian strongly desired

PHYSICAL/MENTAL DEMANDS:

- Frequently moves equipment/objects weighing up to 50 pounds (bleachers, tables, chairs, etc.) from one location to another
- Must be able to stay in a stationary position 90% of the time
- Must be able to work under pressure and direct staff

WORKING CONDITIONS:

Work is performed both inside and outside (outside work is performed in variable weather conditions including heat, cold, wind, snow, and rain). Noise levels often warrant the use of protective equipment
Tasks can involve working at height (off the ground). Potential exposure to chemical and exhaust fumes, airborne particles (dust and dirt), and vibrations.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.