



Lead Custodian – Platte County High School

FLSA Status:

Non-Exempt

Qualifications:

High School Diploma (required)

Experience:

Job related experience with increasing levels of responsibility

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary Schedule:

Range 15

Reports to

District Custodial Supervisor and Assistant Custodial Supervisor

Terms of Employment

260 days, 8 hours per day, with benefits according to Board policy

Purpose Statement

The job of Lead Custodian is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner. The Lead Custodian demonstrates professional behavior, promoting positive relationships with students, staff, publics, and peers.

Essential Job Functions

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Communicates both verbally and in writing, to staff, for the purpose of completing work tasks and responding to requests in person, in writing, or electronically.
- Conducts a variety of training and drills with staff (e.g. fire, intruder, earthquake, health and safety, etc.) for the purpose of ensuring that emergency procedures are in order, alarm systems are operational and/or established procedures are effective.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within the site.
- Informs site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.
- Inspects the inside, and outside facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Monitors students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Oversees facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently in compliance with district expectations and established standards.

- Participates in meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, etc.) for the purpose of ensuring proper functioning and usability of items.
- Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Helps with the training of assigned personnel for the purpose of developing professional trade and safety awareness skills.

Other Job Functions

- Conducts meetings as needed for the purpose of disseminating information to custodians
- Develops standards for the purchase of custodial supplies and equipment for the purpose of ensuring quality control and standardizing district services
- Assists with evaluation of custodial employees with input from District Custodial Supervisor for the purpose of promoting professional growth and ensuring adherence to district employment standards
- Participates in the recruitment and selection of personnel for the purpose of making recommendations for hiring quality staff
- Implements comprehensive custodial on-boarding for new hires (90 day program)
- Repairs or recommends the purchase of custodial equipment to ensure custodians have the necessary equipment to complete job requirements
- Assists with the completion of essential department reports including, but not limited to, approval of staff timesheets, monitoring and accurate reporting of absences, documentation of staff training session, documentation of inventory and lists of inventory needs, and energy management documentation
- Attends meetings and trainings as directed
- Adheres to good safety practices
- Adheres to all district rules, regulations, and policies
- Performs all other duties as required or assigned

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: analyze operating problems effectively and develop effective courses of action; effectively supervise and train personnel; effectively coordinate complex schedules and assignments; detect and mitigate safety concerns, test and inspect hazardous materials; use a personal computer for basic data entry/retrieval and correspondence.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, equipment and materials used in custodial services and activities; principles and practices of supervision and training; modern cleaning methods used in cleaning and maintaining school facilities; proper methods of storing equipment, materials, and supplies including cleaning agents; safety practices and procedures; concepts of grammar and punctuation; local, and state building and safety codes; characteristics of hazardous materials including identification, storage, applications and disposal; fire and safety codes.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with clothes in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: organize, coordinate and oversee custodial operation and activities; train, assign, and review the work of others; supervise and evaluate personnel; observe and assure compliance with health and safety practices and procedure; plan and organize work; communicate effectively both orally and in writing; lift, carry, push, guide, pull objects up to 50 pounds individually or more than 50 pounds with assistance; maintain records and prepare reports; establish and maintain effective relationships with others.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing.

Conditions and Environment

The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.