

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: **Lead Custodian**
Classification: Custodian
Reports to: Building Principal
Work Schedule: 8 hours per day, 260 days per year

PURPOSE STATEMENT

The Lead Custodian is responsible for the security, maintenance, and care of district facilities and the coordination of the daily workloads of other custodial employees under their lead. They are responsible to provide students and staff with an attractive, clean, and safe environment in which to learn and work.

Positions in this class are distinguished by responsibility to lead, train and instruct custodial personnel, to correct and specify methods and to perform skilled custodial and general maintenance work and to schedule daily job responsibilities of custodial work including coverage of special events.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Equitably assigns, schedules, organizes, prioritizes, communicates and reviews work to assure timely and effective completions.
- Promotes the safety, health, and comfort of students and staff.
- Communicates information from the supervisor to the individual department staff.
- Works with maintenance department to ensure timely and accurate completion of all required documentation/work orders.
- Provides orientation and training for new employees to the department in proper cleaning and routine maintenance techniques.
- In partnership with building administration and custodial team, ensures security of the facility.
- Plans and provides oversight to all custodial maintenance and repair work while maintaining a high standard of safety, cleanliness, and efficiency.
- Maintains inventory and recommends purchases of suitable supplies, tools and equipment.
- Makes minor maintenance repairs promptly. Enters and audits outstanding work orders for major maintenance work.
- Establishes cleaning areas for each custodial employee and communicate activities and tasks at the beginning of each shift to the employees under his/her leadership.
- Knows and regularly reviews information regarding the handling of emergency

- situations for water shut off, gas, earthquake, lockdown, electrical fire, etc. Secure the building in emergencies. Calls authorities as appropriate and keeps the principal informed of any unusual occurrences involving the building.
- Ensure all district custodial procedures are being followed (i.e. clean custodial rooms, clean equipment after each use, store supplies and equipment properly, properly label all chemical bottles, ensure proper care of equipment, ensure cleaning procedures are being followed, use only district approved chemicals and mix properly, etc.)
 - Makes regular routine inspections of building alone and with building principal with attention to appearance and safety.
 - Leads and assists others in the setup and removal of furniture required for special events.
 - Operates computer systems to regulate heating and ventilation systems to provide temperatures appropriate to the season and to assure economical usage of fuel and electricity.
 - Provide substitute custodians with a map containing highlighted areas to be cleaned along with a walk through of areas, written route description with detailed time frames, keys and explanation of the doors they fit with an emphasis on the importance of security, emergency procedures, rest breaks, lunch schedule, etc.
 - Inspect, clean and repair interior and exterior facilities, including walls, floors, furniture and equipment using power equipment and hand tools appropriate for task.
 - Inspect and maintain fire extinguishers, door and gate hardware, lights, heating units and exhaust fans, and restroom facilities to keep in working order.
 - Assemble furniture and equipment.
 - Assist in district-wide maintenance projects and perform related duties assigned including work in other areas of the district as needed.
 - Job presence
 - Performs other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Strong oral and written communication skills and strong active listening skills.
- Knowledge of how to use and maintain custodial power equipment and hand tools required for cleaning and general maintenance of floors, carpets, walls windows, lockers, furnishings, etc.
- Knowledge of occupational hazards and ability to maintain the safety and security of the assigned facility.
- Demonstrated knowledge in basic techniques of electrical, carpentry, and grounds maintenance.
- Skills in maintaining a clean and orderly environment
- Ability to organize, assign and schedule work assignments on a fair and equitable basis to ensure timely and effective completion.
- Ability to use technology to complete work orders, maintain records, and communicate effectively.

- Ability to seek out work needing completion.
- Demonstrated excellent work and attendance records.
- Demonstrated ability to work independently, make good decisions, problem solve, and prioritize and organize effectively.
- Demonstrated aptitude for successful fulfillment of assigned duties.
- Ability to perform physical tasks including safely and comfortably lifting 40 lbs. unassisted.
- Ability to maintain effective working relationships with staff, students, and the public.
- Ability to respond effectively to building emergencies.
- Basic knowledge of computers and ability to utilize technology to complete required tasks.

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

The employee will work in a school environment that will include working both indoors and outdoors and in inclement weather. The employee may experience frequent interruptions and exposure to chemicals, asbestos, and cleaning solvents and their fumes. Employees will be required to lift a minimum of 40 pounds, climb ladders and stairs, reach, bend, squat, and push and pull equipment. Employee must operate equipment in a safe manner and use district provided safety equipment. The employee must adhere to district and Labor and Industries safety programs. Employees must maintain continual safety awareness for self and others and wear appropriate clothing with regards to safety and working in a school environment.

This list of conditions is not exhaustive and may be supplemented as necessary as related to the job.

Experience:

High school diploma or GED (General Education Degree)

Two (2) years of custodial or janitorial experience.

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Continuing Ed./Training

Certificates

FLSA Status:

Non-exempt

**Salary Range: Per PSE Salary
Schedule A**

Classification History

Job Description Developed: 5/30/2001
Revised: 10/22/14

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.