



LEAD CUSTODIAN STIPEND POSITION

QUALIFICATIONS:

- High School Diploma or equivalent;
- Current employee;
- Five years of successful experience as a school custodian, or other equivalent experience;
- Ability to maintain cooperative relationships with other employees;
- Demonstrate aptitude or competence for assigned responsibility, and possible certifications in water, pesticides, and asbestos;
- Successful experience maintaining grounds and small equipment repair, or other equivalent experience;
- Experience in cleaning methods, and the use and safety of cleaning materials and equipment;
- Perform heavy manual labor, and lift up to 50 pounds;
- Have a First Aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

REPORTS TO:

- Superintendent and Maintenance and Custodial Supervisor.

JOB GOAL:

- Seek to improve efficiencies in district within maintenance and maintain excellence in the education environment by performing a variety of lead worker duties necessary for the planning, organizing, training and coordinating of cleaning, building related support and minor maintenance activities of district facilities.

PERFORMANCE RESPONSIBILITIES:

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

Responsibilities include but are not limited to the following:

- Assists in hiring, training and evaluation of custodial positions, including the disciplinary process;
- On-site planning and coordination of work activities for all custodial personnel;
- Initiating, maintaining and ensuring compliance of all operating records and logs on air conditioning and heating plant equipment;
- Ordering of all supply requests from school custodians using district procedures;
- Maintaining supply account balances for each school;
- Determining equipment needed and arranging for, or delivering equipment;
- Enforcing work schedules; making changes as needed and informing necessary parties of those changes;
- Meeting with school principals in service areas to discuss building needs and to solicit feedback on work performance of the assigned custodians;
- Formally inspecting facilities at least one time each month to ensure that district standards are being met and prepare reports as requested; and
- Providing ongoing training relating to cleaning, minor maintenance and building operations.

PHYSICAL REQUIREMENTS

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 50 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- \$3000 annual stipend position in addition to current employee agreement.
- According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- Performance will be evaluated annually, in accordance with Board Policy and established procedures.

I have received a copy of this job description.

Signature

Date