

Job Description

Job Title: Lead Custodian II

Supervisor: Area Custodial Supervisor, Principal

Pay Grade: 19

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for participating in and management of the cleaning process as well as supervision of staff in the routine cleaning of all areas of the building and policing of grounds.

Essential Duties

1. Plans, participates in and oversees all custodial work, maintaining a high standard of safety, cleanliness, and efficiency.
2. Provide training for members of the custodial staff at assigned location.
3. Performs minor maintenance such as replacing light bulbs or tubes, switch or outlet covers, ceiling tile or pencil sharpeners.
4. Uses a power lift to perform some tasks up to 40 ft.
5. Complies with laws and procedures for storage and disposal of trash and waste.
6. Monitors and reports the timekeeping records of all custodial employees in the school.
7. Helps in the selection, assignment, scheduling, and training of custodial staff.
8. Orders custodial supplies using the computerized work order system, maintains an inventory and recommends selection of suitable supplies, tools and equipment.
9. Inspects work of other custodial staff.
10. Evaluates the performance of the custodial staff on a regular basis.
11. Strives constantly to promote the safety, health and comfort of the students and employees.
12. Locks and unlocks doors; activates and deactivates alarm system
13. Sweeps, mops, dusts all classrooms, bathrooms, offices, hallways, and specialty rooms. Keeps building and premises neat and clean at all times.
14. Uses appropriate equipment and supplies to wipe and sanitizes toilets, sinks, mirrors, countertops, windows and water fountains.
15. Empties trash.
16. Stocks paper products at all points of use.
17. Waxes floors and operates buffing machine; Mops and buffs the cafeteria; Vacuums and cares for building carpeting.
18. Washes windows and furniture.
19. Picks up litter and debris on outside school grounds.
20. Moves furniture, folds and unfolds chairs as required.
21. Checks heating and air conditioning for proper operation.
22. Submits work orders to Plant Services by telephone and/or computer.
23. Raises and lowers flags; Delivers packages and messages.
24. Submits monthly light maps to Plant Services first Wednesday of the month.
25. Load and unload delivery trucks.
26. Make minor repairs to equipment and furniture as needed.
27. Model nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Area Supervisor, Principal or other appropriate administrator.
2. Shovels snow from sidewalks during inclement weather.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, and or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Considerable experience as a custodian in a school and some supervisory experience preferred. Completion of a standard high school diploma or GED. Trade school course or equivalent combination of experience and training required. Must have thorough knowledge of proper procedures for cleaning and maintaining resilient tile floors, carpeted floors, and terrazzo floors. Ability to read and write in English and follow written and oral instructions. Must be able to do basic math associated with chemical mixing, square footage of surfaces to be cleaned and labor related calculations. Must have an excellent attendance record and demonstrated ability to exercise good judgment. Must be computer literate.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 50 pounds; to bend, to stoop, to walk and to reach overhead. Must be able to carry, place and climb ladders of varying heights.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: The Building Custodial Staff

Supervision Received: Area Custodial Supervisor, Principal or any other appropriate administrator

This job description in no way states or implies that these are the only duties to be performed by this employee. The Lead Custodian II will be required to follow any other instructions and to perform any other related duties as assigned by Area Custodial Supervisor & Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 7/19 CR