

Section 400 - Personnel
Employees Job Descriptions
Lead Custodian

File: 405.15 – R1

The Lead Custodian will be assigned, supervised, and evaluated by the Director of Building and Grounds. His or her duties shall include, but not be limited to, the following:

1. Assisting custodians under his or her supervision in cleaning and maintaining school facilities.
2. Working with Director of Building and Grounds in the training of new custodians and for the up-grading of their custodial and maintenance competencies.
3. Completing trainings as recommended by the Director of Building and Grounds.
4. Recommending items for bids or purchase, and maintains adequate supplies.
5. Maintaining an updated inventory related to all custodial and maintenance equipment, supplies, etc.
6. Making periodic inspection of all facilities to see that they are kept clean, in a high state of repair, and that all chemicals and supplies are safely and properly labeled and stored.
7. Working with custodians to recommend to the Director of Building and Grounds changes or remodeling that may be necessary.
8. Recommending or providing the necessary safeguards to prevent loss of district property through theft or pilferage.
9. Working with administrators in developing and conducting safety drills.
10. Working in extreme climatic or temperature conditions. Working and operating power equipment during inclement weather may be necessary.
11. Preparing for and attending some weekend and evening activities.
12. Using various cleaning chemicals.
13. Holding regular meetings of all building custodians to coordinate assignments, review upcoming events, and monitor timeliness of completing projects, etc.
14. Operating electrical equipment necessary to maintain buildings and grounds. Knowledge of computer helpful.
15. Possessing leadership, communications, and organizational skills.
16. Maintaining confidentiality of sensitive information related to staff, students, and parents;
17. Maintaining a cordial and cooperative working relationship with all personnel, students, patrons, and vendors.
18. Maintaining consistent attendance for the benefit of the District.
19. Performing other tasks and duties as assigned.