

USD 416 Work Agreement

Lead Custodian

TITLE: Lead Custodian

PURPOSE AND OBJECTIVES OF THE POSITION: Provides a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. To accomplish these tasks, the lead custodian must work closely with the staff and administration of USD 416.

RESPONSIBLE TO: Director of Building and Grounds and Building Manager

PAYMENT RATE: Salary and benefits to be established by the Board of Education

ESSENTIAL JOB FUNCTIONS:

1. Provides a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities.
2. Assists Building Manager to coordinate and supervises the activities of the custodial staff.
3. Ensures that all activities conform to district guidelines.
4. Communicates effectively with members of the school district and community.
5. Reacts to change productively and handles other tasks as assigned.
6. Appropriately operates all equipment and machinery as required.
7. Supports the value of an education.
8. Supports the philosophy and mission of USD 416.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Ability to understand chemical hazards.
4. Ability to work independently without supervision.
5. Desire to continue career improvement.

JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

(Place(s) where work is performed):

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Requires stooping, kneeling, crawling, bending, turning, and reaching.
3. Requires climbing and balancing.
4. Must work indoors and outdoors year-round.
5. Must work in noisy and crowded environments.
6. Must work in and around dust, fumes, and odors.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports, blueprints, etc.				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling				X
Lifting/Pulling/Pushing				X
Fingering/Grasping/Feeling: Must be able to work with machines, devices & tools				X

EQUIPMENT *(Machines, devices, tools, etc. used in job performance):*

Computers, telecommunications equipment, floor buffers, scrubbing machines, vacuums (wet & dry), pressure washer, mowers & tractors, saws & drills, electrical testers and other equipment as instructed.

CRITICAL SKILLS/EXPERTISE *(Needed for this job specifically):*

1. Keeps building and premises (including sidewalks, driveways, and play areas) neat and clean at all times.
2. Assists Building Manager to coordinate, supervise, and train the custodial staff.
3. Cleans classroom and office floors daily. Empties pencil sharpeners. Empties trash and replaces bags. Dusts furniture. Lines up desks. Cleans blackboards, erasers, and chalk trays. Sanitizes classroom sinks.
4. Cleans corridors each day. Dusts locker tops, washes and repairs as needed. Sanitizes drinking fountains daily.
5. Mops restroom floors and cleans all sanitary fixtures daily. Cleans mirrors. Fills soap, towel, and toilet paper dispensers.
6. Sweeps bleachers, stage, and stairs. Cleans behind bleachers. Mops as needed.

7. Throughout the building, replaces light bulbs as needed. Removes gum, tape, and marks from floor and walls. Dusts walls as needed. Cleans air return and vent louvers as needed. Dusts window ledges. Buffs and re-coats floor as needed. Washes windows inside and outside at least twice each year, and more frequently if necessary.
8. Sweeps, shovels, and sands walks as appropriate.
9. Opens and closes buildings each school day.
10. Raises the United States and Kansas flags before school commences and takes down the same after closing.
11. Checks emergency lights and fire extinguishers, fills in date and initials the tag.
12. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
13. Operates all power cleaning equipment as directed; maintains all power equipment properly with daily, weekly and monthly maintenance of equipment.
14. Ensures that all doors and windows are secured and all lights are turned off (except as necessary for safety reasons) at the close of school each day.
15. Immediately reports unauthorized persons to the Principal.
16. Immediately reports damaged school property to the Principal.
17. Moves furniture or equipment within buildings as required.
18. Maintains mechanical equipment as directed.
19. Makes minor building repairs, and promptly reports needed major repairs to the Buildings Manager.
20. Ensures that district policies are observed at all times.
21. Keeps abreast of new information, innovative ideas and techniques.
22. Adheres to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
23. Performs other duties as assigned by the Building and Grounds Supervisor or Administrative Staff.

NON-ESSENTIAL FUNCTIONS/GENERAL RESPONSIBILITIES:

TERMS OF EMPLOYMENT: At will.

EVALUATION: Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.