

FORT THOMAS INDEPENDENT SCHOOLS JOB DESCRIPTION

TITLE: Lead District Custodian

QUALIFICATIONS: Certification of good health signed by a license physician; must have previous experience as custodian or be willing to work to gain on-the-job training and must be dependable, honest and trustworthy.

REPORTS TO: Director of Operations

JOB GOAL: General upkeep and cleaning of buildings, grounds and equipment. Support coordination of district custodial team.

COMPENSATION: 260 Days / 7.5 Hours per Day on the Lead District Custodian Salary Schedule and Approved Leave Schedule for Classified Employees

PERFORMANCE RESPONSIBILITIES:

Provide day-to-day coordination, supervision, and direction to assigned custodial staff.

Coordinate custodial schedules, assignments, and building coverage to ensure operational needs are met.

Monitor quality and consistency of custodial services across assigned buildings.

Respond to building coverage needs, including temporary reassignment of custodial staff when necessary.

Assist the maintenance team with preventative, routine, and minor corrective maintenance tasks as assigned.

Keep buildings and premises (including sidewalks, driveways and play areas) neat, policed, and clean at all times.

Perform simple to complex cleaning tasks as assigned and in accordance with District standards, using manually operated and powered equipment.

Perform preventive, routine, periodic and restorative maintenance to carpeted and hard surface floors.

Make minor building repairs and promptly report major repairs to the building supervisor, principal, or appropriate district staff.

Operate heating, ventilation and air conditioning equipment to provide appropriate temperatures for the season and to insure economical use of utilities.

Check assigned areas daily to ensure that all exit doors and lights are operational and corridors are free of obstructions during the hours of building occupancy.

Perform routine upkeep such as cleaning light fixtures and replacing light bulbs, cleaning filters, lubricating equipment, painting, and other related tasks.

Maintain dispensers to insure continual availability of product to users.

Perform grounds care such as mowing, trimming, mulching, raking, tree trimming, and other tasks as necessary to maintain the school grounds in a safe and attractive condition.

Clear snow and ice from driving and walking surfaces as needed. Apply ice melt chemicals prudently to loosen ice for removal by mechanical means.

Report immediately to the building supervisor or designated district staff of any damage or vandalism to school property.

Assume responsibility for the opening and closing of the building each school day, as assigned, and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.

Conduct an on-going program of general maintenance, upkeep and repair.

Move furniture or equipment and set-up rooms as required for various activities and as directed by the principal, building supervisor, or district supervisor.

Maintain custodial equipment in a clean and operationally safe condition. Maintain custodial areas in an organized, clean and safe condition.

Comply with District and school policies and procedures.

Assist in receiving deliveries of school and cafeteria supplies.

Check and record freezer and refrigerator temperatures.

Present a positive, courteous, and professional demeanor with staff, students, administration and community patrons.

Perform duties at assigned locations and work schedules established by the District, which may include varied dates, times, and shifts, weekends, and seasonal adjustments, as determined to meet operational needs. Advance notice of schedule

changes will be provided when possible, except in emergency or weather-related situations.

Perform other facility related tasks as assigned.

TERMS OF EMPLOYMENT: Term contract with specified beginning and ending dates as indicated in letter of employment.

EVALUATION: Evaluation of the performance of this job will be based on a combination of self evaluation and supervisor's evaluation according to the procedures developed for all district personnel.