**Class Code: 7607**

# DAWSON SPRINGS INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

## CLASS TITLE: NIGHT LEAD CUSTODIAN

**BASIC FUNCTION:**

 In collaboration with the Head Custodian, participate in regular custodial duties to thoroughly clean and maintain classrooms, offices, buildings and related assigned facilities in a professional, safe and orderly manner. Build “team effort” mentality while providing work direction and guidance of assigned custodial staff. Assure productive and accurate work time management of assigned staff.

**REPRESENTATIVE DUTIES:**

* Assign, monitor and participate in cleaning and custodial functions for classrooms, buildings and related facilities in accordance with daily work schedules or as directed by the Head Custodian; inspect sites and report condition of facility to Head Custodian.
* Assign, supervise and inspect the work of assigned custodial personnel; assist in training custodial staff in the proper use of equipment, materials and accepted custodial techniques.
* Perform a variety of custodial duties as required including cleaning floors, walls, fixtures, carpets and restrooms according to established methods and procedures.
* Perform minor maintenance repairs, such as replacing light bulbs, adjusting and assembling furniture, and painting, as needed; prepare work orders for emergency maintenance; report need for maintenance repairs to Head Custodian.
* Maintains equipment and materials in clean condition; ensures that custodial closets are kept clean and organized.
* Inventories, receives, stores, issues, and maintains custodial supplies and equipment; submits custodial supply requests to district’s Head Custodian.
* Operate cleaning equipment such as vacuums and floor cleaning and polishing machines; assist with ordering supplies and equipment as needed.
* Assists in moving, arranging, and setting up furniture and equipment for school events.
* Inspect assigned areas for safety hazards and compliance with sanitation standards; report safety, sanitation and fire hazards to Head Custodian.
* Pick up paper and debris and sweep and clean walkways and entrances; assist with snow removal from steps, walkways and entrances as needed.
* Inspect heating and electrical systems to assure proper working condition as assigned.
* Lock and unlock gates, doors and windows; maintain security of the school facility; turn on alarm system as assigned.
* Report suspicious or unauthorized individuals on campus to appropriate personnel; monitor facility and equipment for possible hazards or unsafe conditions and notify appropriate personnel.
* Perform special custodial work upon request of building administration.
* Perform related duties as assigned.

**Night Lead Custodian - Continued Page 2**

**KNOWLEDGE AND ABILITIES:**

 **KNOWLEDGE OF:**

* Proper methods, materials, tools and equipment used in custodial work and routine non-technical maintenance.
* Requirements of maintaining school buildings in a safe, clean and orderly condition.
* Principles of training and providing work direction.
* Appropriate safety precautions and procedures.
* Modern cleaning methods, including basic methods of cleaning and preserving floors, chalk boards, carpets, furniture, walls and fixtures.
* Proper methods of storing equipment, materials and supplies.
* Basic record-keeping and inventory techniques.

 **ABILITY TO:**

* Oversee and participate in custodial work to assure the maintenance of assigned school facilities are in a clean, safe and orderly condition.
* Train and provide work direction to others.
* Inspect, assign and review the work of others both verbally and in written evaluations.
* Work independently with little direction.
* Properly estimate quantity and types of supplies and equipment needed.
* Use cleaning materials, equipment and methods according to established standards.
* Apply and explain schedules, procedures and use of equipment and supplies used in custodial work.
* Maintain tools and equipment in a safe, clean and working condition.
* Perform minor non-technical repairs.
* Perform heavy physical labor.
* Understand and follow oral and written directions.
* Establish and maintain effective working relationships with others.
* Meet schedules and time lines.
* Inspect and assure the security of facilities during assigned shift.
* Maintain routine records and reports.
* Communicate effectively both orally and in writing.
* Perform regular written evaluations of assigned custodial staff.

**EDUCATION AND EXPERIENCE:**

 Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year custodial experience. Supervision experience is preferred.