

TITLE:

Custodian – District Lead (DRAFT)

QUALIFICATIONS:

Any combination equivalent to high school diploma or G. E. D. Certificate or demonstrated progress toward obtaining a G. E. D. as required by Kentucky law, and demonstrated ability and experience in custodial related work; possess the necessary literacy skills to fulfill the performance responsibilities of the job; Must have served one (1) year as Lead Custodian.

REPORTS TO:

Custodial Services Coordinator (or Designee)

PRIMARY JOB GOAL:

To work for the continuing cleanliness, orderliness, and safety of the assigned areas...Central Office, Edge Academy, Transportation, Beasley House and Athletic facility bathroom as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of basic methods, materials, tools, and equipment used in custodial work and routine maintenance; knowledge of proper methods of storing equipment, materials, and supplies; knowledge of proper lifting techniques; ability to work a flexible schedule in order to meet the demands of the job; possess the necessary literacy skills to perform the required custodial program tasks in an efficient and effective manner; ability to communicate clearly; ability to understand and follow oral and written directions and meet schedules and time lines; ability to perform heavy physical labor; ability to use cleaning materials, equipment, and methods according to pre-determined standards; ability to develop effective working relationships with the entire school community; possess strength and dexterity necessary to perform all required tasks including moving and transporting equipment and supplies to places where work is to be performed which may involve walking, pushing, stooping, bending, lifting, standing for extended periods of time, working in tiring, uncomfortable positions and ability to work outdoors in uncomfortably warm, cold, or inclement weather as needed.

PERFORMANCE RESPONSIBILITIES:

D-Daily, AN-As Needed

-Thoroughly Clean all assigned areas as a minimum daily but certainly as needed to include but not limited to: Central Office(D), Edge Academy(D), Beasley House(AN), Transportation(D), Athletic facility bathrooms(AN), as well as vacuum carpeted areas as needed insuring all floors are kept in a clean and attractive condition.

-If applicable, wax all areas requiring wax on a regular basis as directed by the Facilities Manager or Designee.

-Dust assigned areas on a regular basis as needed

-Empties and cleans wastebaskets and trash containers daily.

-If applicable, cleans light fixtures on a regular basis as directed by the Facilities Manager, and replaces burned-out lights as needed.

-If applicable, cleans and disinfects water fountains daily.

-Keep assigned restrooms hygienically clean daily by wet mopping floors with a disinfectant, cleaning all sinks and fixtures with a disinfectant, cleaning toilet seats and urinals with a disinfectant, using toilet deodorizers as necessary, and insuring that paper towels, toilet paper, soap, etc., are replenished as necessary; cleans mirrors and tile.

-If applicable, sweep, wet mop with disinfectant,

-If applicable, wash window, inside and outside, in assigned areas on a regular basis as directed by the Facilities Manager or Designee; clean blinds and woodwork as needed.

-Efficiently and regularly operate cleaning machine, equipment, and tools, and store all supplies, tools and equipment properly; maintain them in good working condition.

LOCATOR 2.431

- Clean-up after non-school related activities held at the school as directed by the Facilities Manager or Designee.**
- Move furniture or equipment as required for various activities and as directed by the Principal/Operations Manager.**
- Maintain and assist in the ordering of supplies.**
- Pick up and rake paper, trash, and debris around school grounds; sweep and clean walkways and entrances as needed.**
- Pack, unpack, load, receive supplies, materials, and other items as needed.**
- Report safety, sanitary, and fire hazards to the Facilities Manager or Designee; reports and recommend need for maintenance repairs to the Facilities Manager.**
- Maintain security of the building; report suspicious or unauthorized individuals on campus.**
- Shovel, plow, and sand walks and steps as directed by the Facilities Manager.**
- Respond to emergency cleanups such as spills, etc.; follows Blood-Borne Pathogen Training techniques of disposal.**
- Maintain records of observed maintenance/repair needs and safety issues.**
- Participate in any job or other training as required.**
- Perform related duties and assumes other responsibilities as may be assigned by the Superintendent, the Facilities Manager or Designee**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:

ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting		X	X								
b. Walking		X	X								
c. Standing		X	X								
d. Bending		X	X								
e. Squatting		X	X								
f. Climbing		X	X								
g. Kneeling		X	X								
h. Twisting		X	X								
i. Lifting		X	X								

LIFTING

_____ 0-10 lbs. _____ 11-15 lbs. _____ 16-30 lbs. _____ 31-49 lbs. X over 50 lbs.

2a. HAND MANIPULATION REQUIRED? X Yes (If yes, complete 2a,2b,2c,2d,2e)
_____ No

2b. Repetitive hand movements? _____ Yes X No

2c. Simple Grasping?	Right Hand Yes <u>X</u> No _____	Left Hand Yes <u>X</u> No _____
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2d. Power Grasping?	Right Hand Yes <u>X</u> No _____	Left Hand Yes <u>X</u> No _____
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2e. Pushing Pulling?	Right Hand Yes <u>X</u> No _____	Left Hand Yes <u>X</u> No _____
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2f. Fine Manipulation:	Right Hand Yes <u>X</u> No _____	Left Hand Yes <u>X</u> No _____
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3. (a) Does the job require worker to reach or work above the shoulder? X Yes _____ No
Frequency? high

(b) Reaching at or below shoulder level? X Yes _____ No
Frequency? high

4. Does the job require use of his/her feet to operate foot controls or repetitive movement? X Yes _____ No

5. Are there special visual or auditory requirements? _____ Yes _____ No

If yes, please describe (i.e. working with computer terminal):

WORK ENVIRONMENT:

a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? X Yes _____ No

b. Is the employee exposed to fumes or airborne particles? X Yes _____ No

If yes, please specify: fumes from boiler gas or kitchen gas appliances

BLOOD/FLUID EXPOSURE RISK: (check the right category)

_____ Category I: Tasks involve exposure to blood, fluid, or tissue

X Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.

_____ Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

TERMS OF EMPLOYMENT:

Up to 240 days

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval:

Revised March 26, 2019

Amended: March 16, 2017

I have read and understand the terms set forth in this job description.

Signature of Employee_____

Date Signed_____