

NEW: Revised
01/01/2020
08/17/2022

Submitted:
12/10/2019
08/16/2022

JOB TITLE:	LEAD HOUSEKEEPING TEAM
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	220 +20 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8666
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the safe and healthful operation of the physical plant and grounds; directs and participates with the housekeeping staff in custodial functions and preventative maintenance. Serves various locations within the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and organizes the work of the housekeeping staff (including temporary employees) and participates in custodial activities to accomplish daily, and periodic cleaning

Implements the established cleaning standards and methods using approved products and equipment

Conducts preventative maintenance program (minor maintenance) of facilities and ground; arranges for major maintenance as required

Evaluates, recommends disciplinary actions of custodial staff in cooperation with the Foreman Housekeeping

Observes established severe weather procedures and performs building checks

Cooperates and works closely with Custodial Lead Team (where assigned)

Ensures proper maintenance of the grounds to include snow and ice removal from sidewalks and steps

Maintains an inventory of custodial supplies and equipment, reordering as necessary

Schedules custodial services as necessary for extra-curricular (after-hours) activities

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust fumes and gases

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

~~Successful completion of JCPS plant operator assessment and training program~~ Experience as a custodian in school environment

Effective communication skills

Valid Driver's License

Ability to supervise

DESIRABLE QUALIFICATIONS

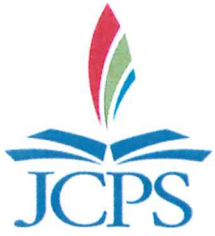
Experience in a diverse workplace

Experience as a custodian in a school environment Successful completion of JCPS plant operator assessment and training program

Experience in leading employees

Footnote

This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.



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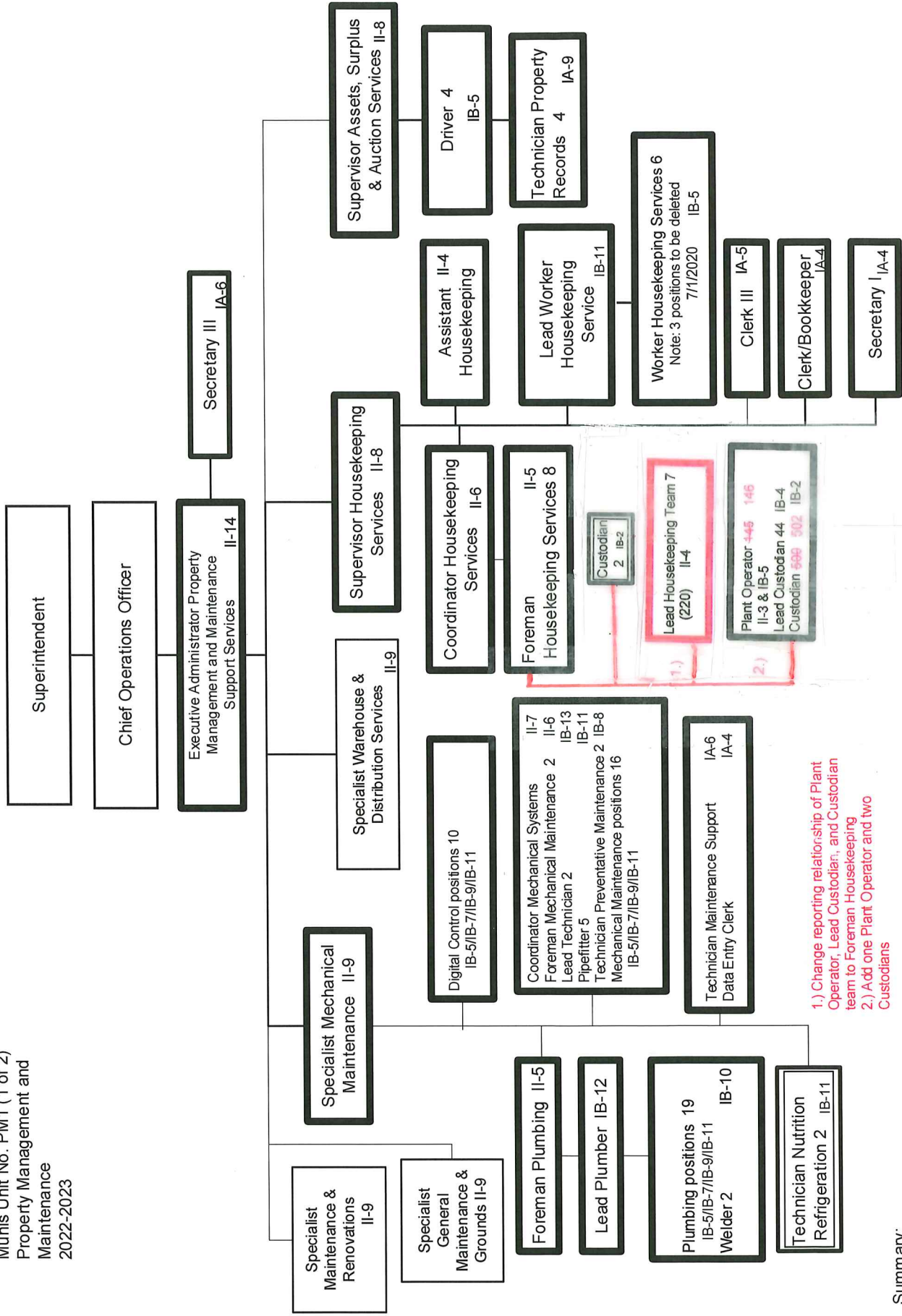
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Munis Unit No. PM1 (1 of 2)
Property Management and
Maintenance
2022-2023



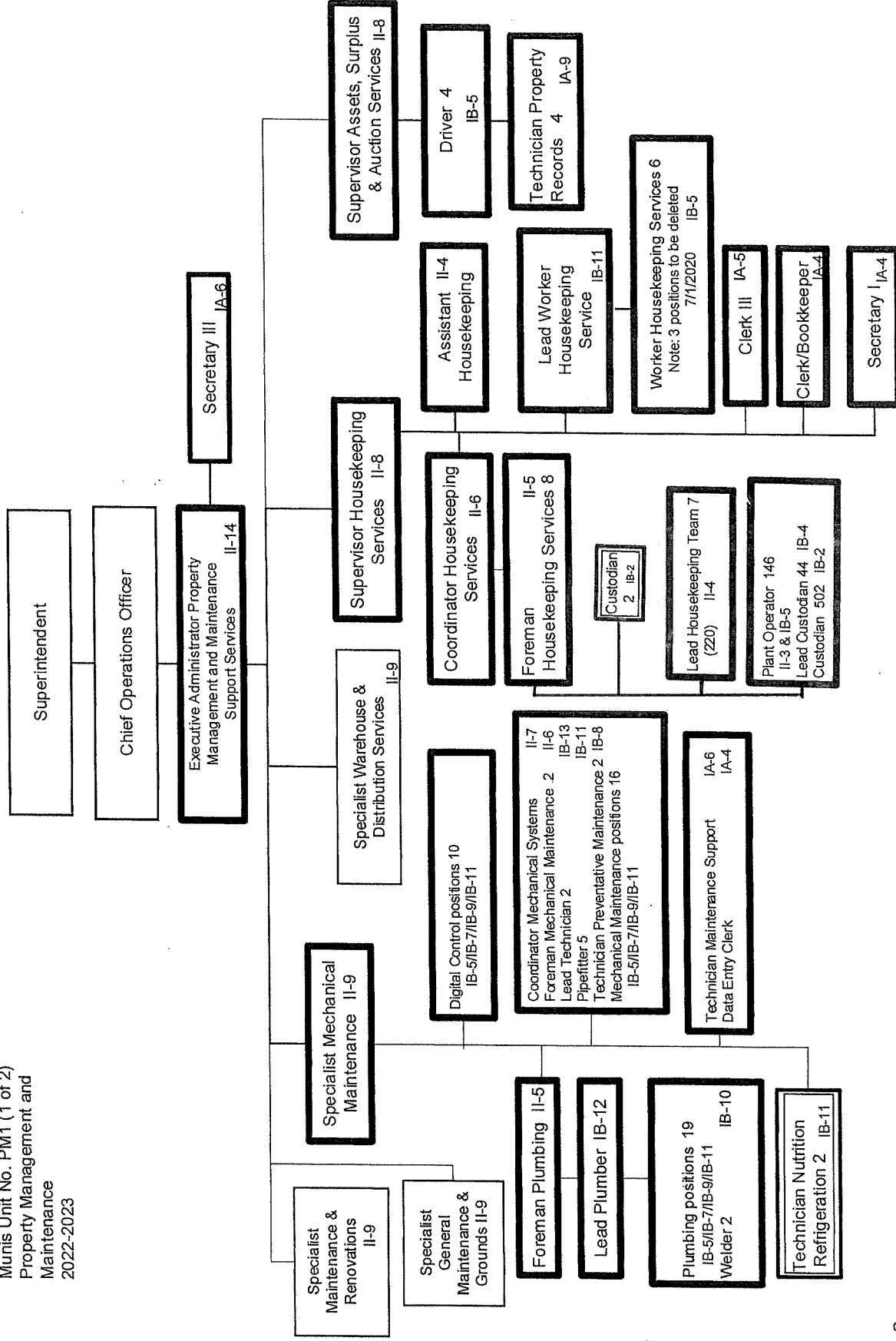
1.) Change reporting relationship of Plant Operator, Lead Custodian, and Custodian team to Foreman Housekeeping
2.) Add one Plant Operator and two Custodians

Summary:
General Fund Positions: **794** 797
Categorical Fund Positions: 4

H-5 (1 of 2)

Submitted **06/07/2022** 08/16/2022
Effective **07/01/2022** 08/17/2022

Munis Unit No. PM1 (1 of 2)
Property Management and
Maintenance
2022-2023



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H-5 (1 of 2)

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