**AREA: OPERATIONS**

## **Summary Class Code: 7607**

**LOCAL DISTRICT CLASSIFICATION PLAN**

### **SUMMARY CLASS TITLE: LEAD CUSTODIAN**

**BASIC FUNCTION:**

Provide work direction and guidance to assigned custodians and participate in custodial duties to clean and maintain classrooms, offices, buildings and related assigned facilities in a clean, safe and orderly condition.

**REPRESENTATIVE DUTIES:**

* Assign, monitor and participate in cleaning and custodial functions for assigned classrooms, buildings and related facilities; inspect assigned site and report condition of facility.
* Assign, monitor and review the work of assigned custodial personnel; assist in training; submit time sheets of custodians to proper personnel.
* Inspect assigned areas for safety hazards and compliance with sanitation standards; report safety, sanitation and fire hazards to appropriate authority.
* Perform a variety of custodial duties as required including cleaning floors, walls, fixtures, chalkboards, carpets and restrooms according to established methods and procedures.
* Perform minor, non-technical repairs as needed; prepare work orders for emergency maintenance; report need for maintenance repairs to appropriate authority.
* Lock and unlock doors and maintain security of school facility.
* Pick up paper and debris and sweep and clean walkways and entrances; assist with snow removal from steps, walkways and entrances as needed.
* Operate cleaning equipment such as vacuums and floor cleaning and polishing machines; assist with ordering supplies and equipment as needed.
* Inspect heating and electrical systems to assure proper working condition as assigned.
* Provide in-service training for custodial staff 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.
* Lock and unlock gates, doors and windows; maintain security of the school facility; turn on alarm system as assigned.
* Perform special custodial work upon request of faculty.
* Perform related duties as assigned.

**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 techniques.

 **ABILITY TO:**

* Oversee and participate in custodial work to assure the maintenance of assigned school facility is in a clean, safe and orderly condition.
* Train and provide work direction to others.
* Inspect, assign and review the work of others.
* 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.

**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.

**AREA: OPERATIONS**

## **Summary Class Code: 7609**

**LOCAL DISTRICT CLASSIFICATION PLAN**

### **SUMMARY CLASS TITLE: CUSTODIAN**

**BASIC FUNCTION:**

Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition.

**REPRESENTATIVE DUTIES:**

* Perform routine custodial activities at assigned District school site; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops and other assigned work areas; spot clean and shampoo carpets; glue and perform carpet stretching and repairs as assigned.
* Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, offices and related facilities as assigned; sweep, mop and clean gymnasium floor as assigned; spot mop spills and remove gum and debris; monitor gym events to assure orderly behavior and to protect the building from damage; clean tables, chairs and floors after lunch periods as assigned.
* Clean and disinfect drinking fountains, sinks, toilets, showers and urinals; clean mirrors, tile and windows.
* Report safety, sanitary and fire hazards to appropriate authority; report and recommend need for maintenance repairs to appropriate authority; maintain security of buildings; report suspicious or unauthorized individuals on campus; report infractions or rules to supervisor.
* Wash windows and walls; clean chalkboards, trays and erasers and empty pencil sharpeners; assemble, move and arrange furniture, supplies and equipment in preparing classrooms and multi-purpose rooms for special events or meetings.
* Clean venetian blinds, dust and polish furniture and woodwork and make minor, non-technical repairs as needed.
* Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; turn alarm system off in the morning and on in the evenings as directed.
* Order supplies according to established guidelines and procedures.
* Pick up and rake paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; dispose of trash according to established procedures; wash out trash cans and follow established sanitation procedures and standards.
* Pack, unpack, load, receive and store books, supplies, materials and other items.
* Operate cleaning equipment such as vacuums, floor stripper, cleaning, buffer and polisher, carpet shampooer, scrubbers, high-pressure sprayer, manual and power sweepers and power blower as assigned.
* Shovel, plow and sand walk and steps as directed.
* Respond to emergency cleanups such as spills; maintain records of observed maintenance, repair needs and safety issues.
* Participate in major summer cleaning projects as assigned.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

 **KNOWLEDGE OF:**

* Basic methods, materials, tools and equipment used in custodial work and routine maintenance.
* Proper methods of storing equipment, materials and supplies.
* Proper lifting techniques.

**ABILITY TO:**

* Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition.
* Use cleaning materials, equipment and methods according to pre-determined standards.
* Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.
* Learn appropriate safety precautions and procedures.
* Maintain tools and equipment signed in clean working order and provide proper security.
* Perform minor non-technical repairs.
* Observe and report need for maintenance and repair.
* Perform heavy physical labor.
* Understand and follow oral and written directions.
* Meet schedules and time lines.
* Communicate effectively with others.
* Inspect and assure the security of facilities during assigned shift.
* Communicate effectively both orally and in writing.
* Walk, bend, lift, push and stand for extended periods of time.

**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.