

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Custodian Lead (P50) (High School-P52)** Job Family: 02
 Department: Middle Schools, High Schools, Special Buildings Lane Placement: **P50 - 4**
P52 - 5
 Supervisor's Title: Principal and Head Custodian Contract: 245 Days
 FLSA Classification: Non-Exempt Hours per Day: 8
 Original date: 03/84 Revised: 02/96 Revised: 07/13 Revised: 09/13 Revised: 01/16
 Revised: 01/17 Revised: 07/18 Revised: 06/22 Revised: _____

GENERAL FUNCTION

Under the supervision of school/building principal and head custodian, the **Custodian Lead** assists other custodial staff in keeping a large school building and the surrounding grounds clean and in good repair. Incumbent assists with general and seasonal clean-up tasks as they arise and as time permits. For a significant shift without presence of the head custodian, the incumbent acts as a lead worker, directing, training and assigning work to custodial staff. Generally responsible for securing, locking and setting alarm system.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Act in lead capacity on the evening shift, overseeing staff training and assigning and monitoring cleaning tasks performed by the custodial workers.
- Perform and oversee general building cleaning duties (e.g. sweeping, mopping, vacuuming floors, washing walls and monitor and clean locker rooms).
- Provide support and be available to assist with building rentals, activities, performances and sport activities.
- For this shift and for any other absences of the head custodian, has full responsibility for unlocking, locking and securing the building through security checks and setting alarm system.
- Direct the work time activities of five to ten custodians and sweepers during shifts when the head custodian is not present. Prioritizes and assigns work to staff.
- Perform custodial duties as well as own lead responsibilities, including any maintenance, repair and care of the building.
- Provide care of grounds (e.g. watering, fertilizing, trimming, mowing, shoveling snow).
- Perform minor maintenance (e.g. changes light bulbs, lubricates small motors, checks and changes fan and other belts, maintains exhaust fans, maintains rooftop units, repairs switches, cleans up broken glass).
- Clean, maintain and repair boilers, including tearing down and reassembling them.
- Make minor repairs as needed and report more complex repair problems to head custodian.
- Clean carpets with steam cleaning equipment.
- Clear snow and ice in wintertime, keeping walks and ramps clear.
- May clean one assigned area of building or grounds (e.g. classrooms, restrooms, cafeteria, lounges, auditorium, and playing field).
- May be required to work additional hours outside of normal work hours as needed.
- May assist in maintaining a swimming pool (special building only). Clean pool, including floor and filters, assist in testing chlorine and pH levels.
- This position requires punctual and regular daily attendance at assigned work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires six (6) months of related custodial experience in which job-related training and competence have been acquired. Custodial experience in Jordan School District preferred.
- Training in the current Jordan Custodial Operating System preferred.
- Must demonstrate competence in reading, writing and math.
- Must have effective interpersonal skills. Interacts with students, co-workers, other school staff and others who use the school facilities.
- Must have working understanding of the proper chemicals and machines to use in various types of cleanup.
- Supervisory and training skills preferred.
- Requires basic skill in minor maintenance of all mechanical units that service the school building.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Cleaning equipment, cleaning chemicals, mowers, trimmers and basic tools.

Physical Requirements – Not limited to the following:

- Constant walking, standing, hearing, repetitive bending, gripping/pinching, balancing on icy surfaces, continuous sweeping/mopping (up to one hour), wearing and using backpack vacuum (up to two hours), climbing six to 10 foot ladders, carrying ladders 200 plus feet, near and far visual acuity.
- Frequent lifting floor to waist up to 40 pounds, awkward carry up to 40 pounds, awkward lift/push and pull/maneuvering.
- Occasional floor level tipping up to 140 pounds, awkward overhead lifting, floor to shoulder lift up to 50 pounds and single arm lift and carry.
- Occasional squatting, kneeling, stooping and hearing (continuous)
- Some exposure to fumes, dirt, dust, grease, cold and heat.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*