LOCAL DISTRICT CLASSIFICATION PLAN

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.
- 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.
- Inspect HVAC and electrical systems to assure proper working condition as assigned, perform minor repairs as needed; prepare work orders for emergency maintenance; and report need for maintenance repairs to appropriate authority.
- Check building HVAC status daily through the control system; set building on/off schedule and troubleshoot as needed.
- 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 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.

My signature indicates that I have been made aware of my job description and I agree to perform the duties assigned to me.

_____   _____

                                                             Date