

SECTION I: GENERAL INFORMATION

Classification Title: Night Lead Custodian	Department: Maintenance	Unit: Custodians
Immediate Supervisor: Maintenance Supervisor	Grade Placement:	FLSA Status: Non-exempt
<p>Job Summary:</p> <p>Under the direction of the Maintenance Supervisor and the guidance of the Head Custodian, the Night Lead Custodian is responsible for coordinating, prioritizing and monitoring the work operations and staff assigned to the night crew. Duties associated with the job may vary from building but will include such tasks and duties as coordinating and monitoring night custodian activities; sets up equipment and assures needed supplies/materials are available for evening events in the building; assists in cleaning assigned areas; performs general and routine maintenance; assists in removing snow and ice on sidewalks and entry areas; and participates in summer cleaning activities.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates and monitors cleaning and custodial services in classrooms, offices, cafeteria, kitchens, hallways, locker rooms, gymnasium, and all areas required in school building during the shift. Communicates with day staff, Principal and Head Custodian concerning specific work orders, building needs or concerns for the coming shift. Participates and cleans assigned portions of the building in accordance with assignments established by the Head Custodian.
 - Dust and wet mops floors and hallways, as necessary.
 - Waxes rooms, as required.
 - Cleans and arranges cafeteria. Washes off table tops, cleans teacher lounge and scrubs commons floor.
 - Cleans chalk boards and whiteboards and empties pencil sharpeners in classrooms.
 - Cleans sinks, drinking fountains.
 - Cleans glass windows.
 - Picks up and removes trash.
 - Cleans and sanitizes restrooms, toilets, adds paper products to dispensers.
 - Vacuums carpets and entry mats daily.
 - Cleans Nurse Office.
 - Cleans and disinfects spills and stains as required.
 - Uses scrubbers to clean floors.
2. Coordinates and participates in the set-up and tear-down of chairs, tables, bleachers, scoreboards or equipment required for evening events, community education or sporting events (volleyball, basketball, gymnastics, swimming, etc.) within the building of assignment. Assists the public or deals with problems that arise in the building during the evening shift.
3. Oversees and monitors the security of the building to ensure doors are locked, windows closed and the building is empty of the public, and performs boiler check
4. Performs general and routine maintenance and repairs within the building (e.g. changing light bulbs; hanging whiteboards and shelves; assembling furniture; etc.). Informs and communicates identified maintenance issues or repair needs to the Head Custodian.
5. Performs extensive summer cleaning and assists in various maintenance projects. Performs such representative activities as:

- Strips and waxes floors.
 - Shampoos all carpets.
 - Cleans walls and ceilings.
 - Paints walls.
 - Fixes and repairs lockers, doors, and shelves.
6. Performs other duties of a comparable level or type, as required.
- Attends training sessions and safety sessions, as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Technical Training		
x	High school diploma or GED.	Major field of study or degree emphasis: Boiler Operation		
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:		
	2nd year graduate level			
		<ul style="list-style-type: none"> • Knowledge of modern cleaning methods including basic methods of cleaning and preserving floors, black/white boards, carpets furniture, walls and fixtures. • Knowledge of the use and operations of cleaning equipment, tools, materials and supplies used in custodial work. • Knowledge of applicable custodial operations. • Knowledge of operation of all equipment required in the performance of the job. • Knowledge of all safety precautions and risk management procedures and proper lifting mechanics. • Knowledge of boiler operation. • Knowledge of the application, use and proper storage of all chemicals used in the performance of the job. 		

Required Work Experience in Addition to Formal Education/Training:
Requires a minimum of 2 years previous custodial and general maintenance experience.

LICENSE/ CERTIFICATION	Identify licenses/certification required: Boiler License Required. Class of license determined by the size of building's boiler plant.
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INDIRECT SUPERVISION:

Number of employees indirectly supervised: Building Cleaners	Total: 1-4
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Establishing and maintaining effective working relationships with building administrators, building staff, students, and operations personnel. • Leading and monitoring staff activities and functions to assure work standards and compliance with departmental work orders, schedules, and responsibilities. • Coordinating the set up and tear down of equipment, supplies or materials needed for evening events or activities. • Performing routine repairs and general maintenance within the facility.
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- Cleaning and caring for the appearance of building areas and surfaces.
- Using tools, chemicals and cleaning equipment.
- Reading, understanding, and following safety procedures and written instructions.
- Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

<u>Physical Activities</u>	Amount of Time Spent				<u>Lifting/Forcing Exerting</u>	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			x		Up to 10 lbs				x
Walk				x	Up to 25 lbs			x	
Sit	x				Up to 50 lbs		x		
Use hands to finger, handle or feel			x		Up to 100 lbs	x			
Reach with hands and arms				x	Over 100 lbs.	x			
Climb or balance		x							
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	x								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally, up to 25 pounds frequently and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption.

The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures.



