

Hyde County Schools

LEAD CUSTODIAN

NATURE OF WORK

An employee in this class performs a variety lead worker, general custodial and light groundskeeping work in the care and maintenance of assigned school buildings and facilities. Employee supervises subordinate custodians. Employee is also responsible for requisitioning necessary cleaning supplies.

DUTIES AND RESPONSIBILITIES

Plans, assigns, monitors, reviews and supervises the work of custodians assigned to the site.

Instructs, advises and demonstrates work methods, practices and procedures for completing job assignments and to assist in the training of site custodians.

Advises custodial staff of work-site and district policies and procedures related to the job assignments and enforces safety rules and regulations.

Conducts spot inspections to ensure site is with standards.

Maintains appropriate records and prepares reports as required.

Ensures adequate supplies are available for use.

Performs minor or routine maintenance on custodial equipment.

Trains custodial staff in all manners of cleaning, safety, and custodial equipment use at the site.

Ensures the appearance of the site's grounds are within standards based on guidelines of the site manager and maintenance department.

Works with the maintenance department and the site manager to plan and direct the summer cleanup program at the site.

As required by the site manager, ensures site is set up to accommodate committees/groups hosting events at the site.

Performs other custodial duties such as sweeping, mopping, vacuuming, stripping, waxing, and buffing floor surfaces, cleaning restroom areas and replenishing paper

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supplies and soap as necessary, cleaning windows, walls, woodwork, blinds and light fixtures, dusting and cleaning desks and other furniture and emptying trash receptacles.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school with considerable experience in custodial work; or an equivalent combination of training and experiences which provides the required knowledge, skills and abilities.

ESSENTIAL JOB FUNCTIONS

Must be physically able to operate vacuum cleaners, carpet shampooers, brooms, mops, leaf blowers, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Requires the ability to read simple forms. Requires the ability to prepare time sheets and maintenance reports using prescribed format.

Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the standard methods, materials, and equipment employed in janitorial work.

General knowledge of safety precautions and warning signals regarding school building equipment.

Some knowledge of cleaning procedures and the use of cleaning materials.

Ability to give and follow instructions.

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Ability to effectively orient and train new employees.

Ability to perform medium physical work.

Ability to exercise independent judgment and initiative in completing work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

REPORTS TO: Dean of Student Services/Principal

FSLA STATUS: Non-Exempt

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.