

Arlington School District No. 16
Job Description

JOB TITLE: Lead Custodian- Swing Shift AHS

CLASSIFICATION:	Classified
LOCATION:	
REPORTS TO:	Director of Support Services
HOURS:	Swing shift
SALARY:	Per PSE Schedule

SUMMARY: Under the supervision of the Director of Support Services and the building principal, the lead custodian will perform and supervise the performance of custodial duties, ensuring a clean, safe, attractive and functioning facility without interrupting the use of the building. The lead custodian is the key communication link between building custodians and the Director of Support Services, and coordinates the work of other building custodians.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Coordinate the work of custodians assigned to the campus to ensure that work is efficiently completed and that coverage of events is organized.
- Train new employees in proper cleaning and routine maintenance techniques.
- Make routine inspection of inside and outside areas to determine whether custodial and maintenance work has been properly performed.
- Review all work orders before sending to maintenance department.
- Establish and maintain effective and harmonious relationships with staff, administrators and the public, including outside facility users.
- Maintain necessary reports and logs of equipment and facilities.
- Responsible for opening or closing a building and for general building security.
- Maintain custodial office and supply rooms in a neat, orderly, and safe condition and ensures that all equipment is cleaned and properly stored at the end of each work shift.
- Safely use and maintain power equipment and hand tools (i.e., broom, mop, squeegee, buffer, polisher, carpet machine, auto scrubber, power washer and vacuum) required in the cleaning and general maintenance of building, including floors, walls, carpets, and furniture.
- Clean and sanitize toilets, sinks, shower rooms and fixtures, and refill all dispensers in building.
- Respond to, and appropriately dispose of, bio-hazardous and hazardous materials according to District policies and procedures including bodily fluids and light bulbs.
- Consistently and properly use personal protective equipment (PPE) appropriate to the work being done.
- Empty and clean wastebaskets and trash containers-
- Perform floor stripping, waxing, sealing, carpet cleaning, maintenance, and spot removal.
- Perform a variety of minor repairs and maintenance on equipment and furniture including replacing light bulbs, adjusting dispensers, and replacing coats hooks, chair seats, and furniture feet.
- Maintain clean sidewalks and entry ways including snow and ice removal.
- Assist in maintaining parking lot areas and keeping drains free from debris.
- Set up and move furniture required for special events.
- Move furniture, equipment, and supplies within the school campus-as required.
- Maintain building security by ensuring doors, and windows are secured, unauthorized occupants have left the premises, and turn on and off lighting as instructed.
- Notify management concerning damage/vandalism or need for repairs or additions to District facilities and equipment.
- Notify management concerning issues and concerns with outside facility users.
- Maintain an inventory of supplies and equipment on hand and requisitions needed.

- Prepare for facility users and act to ensure that District interests and property are safeguarded during this use.
- Collaborate with the Director of Support Services to improve the cleanliness of the campus.
- Demonstrate professionalism through conduct, punctuality and minimal absences.
- Comply with all District, State, and Federal policies, procedures, and laws.
- Maintain the ability to be a self-starter.
- Possess the ability to follow instructions.
- Establish and maintain positive communications and working relations with staff, students, and the public with a focus on commitment to quality customer service and courteous, helpful, friendly cooperation.
- Observe strict confidentiality regarding student and personnel information.
- Other duties may be assigned by the Director of Support Services to accommodate the efficient operation of the department.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

Minimum requirement is high school diploma or equivalent

Successful employment experience in custodial/maintenance position is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State driver's license

CPR and First Aid Card (may be required)

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to administration, staff and students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Knowledge of, stripping, waxing, sealing, or acid treating floors

Knowledge of the various aspects of carpet care

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk; stand; use the hands to handle, finger, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch, and bend or twist at the neck and trunk more than the average person. The employee

continuously uses hand strength to grasp tools and occasionally climb ladders. The employee must frequently lift and/or move up to 50 pounds, such as cleaning supplies, pails, and unloading trucks, and occasionally lift and/or move up to 90 pounds such as furniture. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee regularly works indoors and will occasionally work outdoors. The employee will work with or near moving mechanical equipment, and will work with cleaning products such as stripping solutions, disinfectants, degreasers and some aerosol sprays. While performing the duties of this job, the employee occasionally will walk on slippery surfaces. The noise level in the work environment is usually moderate. The employee must be able to meet deadlines with time constraints and interact with students, other employees and the public.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.