

School District of Waupaca

Lead Custodian Job Description

QUALIFICATIONS:

- 1) High School Diploma
- 2) Job related training or skills
- 3) Good communication skills
- 4) Knowledge of proper use of all school vehicles and custodial equipment
- 5) Ability to perform carpentry, flooring and masonry tasks
- 6) CPR/First Aide Certification
- 7) Ability to assume responsibility, display initiative, and exercise good judgement.

REPORTS TO: Building and Grounds Supervisor

GENERAL RESPONSIBILITIES:

Serves as the coordinator of custodial activities in the school building. He/she is responsible for the care and operation of the physical plant, equipment and grounds. The lead custodian assigns work to be done and is the working supervisor in that he/she also has a work schedule. The job demands the ability to bend and lift, stand and/or walk for extended periods of time, and to climb and reach. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

- 1) Perform general cleaning, dusting and vacuuming.
- 2) Understand and operate boilers, heating and ventilation and other related equipment in maintaining proper ventilation for each building.
- 3) Sweep, mop, scrub, seal and wax floors.
- 4) Wash windows, walls, sinks, toilets, furniture, woodwork, etc.
- 5) Empty trash and garbage containers.
- 6) Open building and check for proper ventilation.
- 7) Perform minor maintenance projects including painting, carpet cleaning, changing light bulbs and ballasts, locks and doors, etc.
- 8) Obey all safety rules and regulations.
- 9) Climb ladders and scaffolds.
- 10) Assist in unloading of truck deliveries.

- 11) Make minor plumbing and electrical repairs.
- 12) Set schedule to monitor and inspect playground equipment as well as safety inspection of the inside and outside of each building. Make repairs as needed and coordinate other maintenance repairs with the Building and Grounds Supervisor and Building Principal.
- 13) Assist in snow removal.
- 14) Load, lift or unload supplies and materials, equipment, etc.
- 15) Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- 16) Maintain loyalty to employer

OTHER FUNCTIONS:

- 17) Perform other responsibilities as assigned by the Building and Grounds Supervisor, Business Manager, Building Principal or Superintendent.
- 18) Promote a positive image of the District at all times.

Adopted: 12/13/16

Revised: