

**Job Title:** Lead Custodian  
**Reports to:** Maintenance & Custodial Manager  
**Work Schedule:** Hours to be determined, 260 days per year  
**Salary:** Per Service Employees International Union 12-Month Employees' negotiated salary schedule

**Position Summary:**

The Lead Custodian is responsible for the security, maintenance, and care of district facilities and the coordination of the daily workloads of other custodial employees under their lead so as to provide students with an attractive and safe environment in which to learn. Principals may direct custodial work when necessary.

**Essential Job Functions:**

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Assume responsibility for security of the facility
- Assist in the selection, assignment, scheduling, and training of custodial employees under your supervision
- Plan and oversee all custodial maintenance and repair work while maintaining a high standard of safety, cleanliness, and efficiency
- Monitor and forward employee timesheets to Custodial Manager
- Maintain inventory and recommend purchases of suitable supplies, tools, and equipment
- Report major repairs promptly to Maintenance Supervisor and make minor maintenance repairs
- Inspect the performance of custodial employees under your supervision on a regular basis using the custodial inspection form
- Promote the safety, health, and comfort of students and staff
- Coordinate building usage with Facilities Scheduling Secretary and meet with student and public as needed
- Establish cleaning areas for each custodial employee
- Communicate activities and tasks at the beginning of each shift to custodial employees under your supervision
- Maintain updated written routes with detailed timeframes
- Ensure all district custodial procedures are being followed (i.e. clean custodial rooms, clean equipment after each use, store supplies and equipment in a proper place, proper labeling of all chemical bottles, proper care of dust and wet mops, cleaning procedures found in the custodial manual are being followed, only district approved chemicals being used and mixed properly, etc.)
- Establish written procedures for custodians to report maintenance work orders or repair items at their site
- Tour building for overall appearance and safety
- Establish a security procedure following the custodial manual
- Maintain communication file containing memos from custodial office and MSDS book
- Attend monthly lead meetings and communicate information received with custodial employees under your supervision
- Review information regarding the handling of emergency situations for water shut off, gas, earthquake, lockdown, electrical, fire, etc.
- Maintain updated records of equipment maintenance including date, item repaired and by whom, problem with equipment, etc.
- Clean lockers, change combinations, and keep both in good repair
- Distribute accident reports to employees or substitutes as needed
- Discuss and review on a regular basis with custodial employees under your supervision changes in cleaning procedures or district policies, equipment/vacuum care, floor care, carpets, emergency battery packs, enunciator/fire panel, fire extinguishers, restroom cleaning, etc.
- Provide substitute custodians with a map containing hi-lighted area to be cleaned along with a walk through of areas, written route description with detailed timeframes, keys and explanation of doors they fit emphasizing the importance of security, and an explanation of where the custodial room is located, emergency procedures, rest breaks and lunch schedule, introduction to the other custodial employees, and answers to any questions
- Perform a minimum of six hours of regular custodial duties as follows in addition to the administrative duties assigned:

- ✦ Vacuum and clean carpets properly including sweeping edges and keep free from spots and snags
- ✦ Dust mop, spot mop, and wax floors properly and clean mop boards
- ✦ Clean and repair walls, woodwork, and ceilings and keep free of smudges, writing, dust, etc.
- ✦ Clean window glass and ledges, individual room sinks, and gymnasium/multi-purpose room floors and bleachers
- ✦ Clean light fixtures and exit lights and replace burned out bulbs
- ✦ Clean, empty, and keep in good repair furniture, chalk trays, receptacles, pencil sharpeners, and soap and towel dispensers
- ✦ Clean window drapes/blinds and keep free of stains and in good working order
  
- ✦ Clean restroom porcelain, mirrors, walls, vents, floors, stalls, dispensers, and chrome and keep free of objectionable odors
- ✦ Clean locker room shower area fixtures, dispensers, mirrors, porcelain, floors, lockers, benches, tile, drains, and vents
- ✦ Clean kitchen floors, walls, and garbage cans
- ✦ Keep hardware including panic bars, hinges, door closures, etc. in good working order
- ✦ Keep heat units and exhaust fans free of dirt and clean or replace filters
- ✦ Clean boiler room and keep orderly and free of combustible materials
- ✦ Keep electrical panel access clear and clean entrance ways and keep free of debris
- ✦ Clean custodial equipment and keep in good repair
- ✦ Troubleshoot and report maintenance needs of maintenance items (boilers, heating units, exhaust fans, electrical, etc)
- ✦ Replace flushometers, washers, and handles on urinals, toilets, and sinks as needed to keep in good working order
- ✦ Snake out and unclog urinals, toilets, and sinks as needed to keep in good working order
- ✦ Clean windows and keep in good repair and patch broken windows
- ✦ Keep gates and equipment in good working order
- ✦ Perform monthly check of emergency battery packs and documents
- ✦ Perform paint repair for items because of graffiti, wall patching, etc.
- ✦ Keep storerooms clean and orderly
- ✦ Keep route schedules up-to-date
- ✦ Keep fire extinguishers tagged, initialed, and in proper charge status
- ✦ Keep outside building grounds, windows, walls, and doors cleaned and in good repair
- ✦ Post notification and spray for small insects
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

### **Desired Skills:**

- Ability to assign work on a fair and equal basis
- Ability to schedule and organize work assignments to assure timely and effective completion
- Ability to establish and maintain effective working relationships with a variety of people from diverse backgrounds
- Ability to seek out work needing completion
- Ability to keep conversations to a minimum so work assigned is completed on a daily basis
- Ability to follow written and oral directions in English
- Ability to work safely, independently, and with sound judgment
- Ability to get along with students and adults
- Ability to comfortably and safely lift, move, or carry objects in excess of forty (40) pounds
- Ability to operate required equipment (floor scrubber, extractor, vacuum, blower, pressure washer, burnisher, auto scrubber, genie lift, wet vacuum, etc)
- Ability to lift and lower cafeteria tables without assistance
- Ability to communicate effectively using district email system
- Demonstrated ability to work independently, make good decisions, problem solve, and prioritize and organize effectively
- Demonstrated ability to work effectively with staff in a warm, confident, and service-oriented manner while maintaining a professional attitude in stressful situations
- Demonstrated skills in the supervision of employees

- Demonstrated excellent work and attendance records
- Demonstrated aptitude for successful fulfillment of assigned duties
- Demonstrated knowledge in basic techniques of electrical, carpentry, and grounds maintenance
- Skills in good written and oral communication

**Minimum Qualifications:**

- High School Diploma or equivalent
- 1st Aid & Adult/Child CPR training (completed within 30 days from date of hire and to be maintained for the duration of this job)
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training thirty (30) calendar days from hire date

**Work Environment:**

The employee will work in a school environment that will include working indoors and outdoors in inclement weather. The employee may experience frequent interruptions and exposure to chemicals, asbestos, and cleaning solvents and their fumes. Employee will be required to comfortably lift a minimum of 40 pounds, climb ladders and stairs, reach, bend, squat, and push and pull equipment. Employee must operate equipment in a safe manner and use district provided safety equipment. Employee must adhere to district and Labor and Industries safety programs. Employee must maintain continual safety awareness for self and others and wear appropriate clothing with regards to safety and working in a school setting. This list of working conditions is not exhaustive and may be supplemented as necessary as related to the job.

**Evaluation**

The Lead Custodian shall be evaluated annually by the Maintenance & Custodial Manager pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

**Classification History**

Job description was developed January 2006.

Job description revised April 2011.

Job description revised April 2012.