

## **Building Lead Custodian**

*Reports to: Custodial Supervisor*

### **Qualifications**

The Building Lead Custodian should be able to:

1. Perform demanding physical labor and tasks/skills required to keep buildings clean.
2. Handle minor building maintenance jobs.
3. Assume responsibility to initiate cleaning tasks and procedures.
4. Work with a minimum of supervision.
5. Supervise the custodial staff assigned to the building.

### **Other Requirements**

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Essential Functions**

1. Maintain sight custodial supervision for a safe, clean, and healthy school environment.
2. Report to work appropriately dressed and in proper condition to perform all assigned duties.
3. Efficiently organize the daily routine and the work schedule.
4. Ensure proper maintenance of building equipment within responsible area and notify the Custodial Supervisor or Director of Physical Plant of maintenance needs outside responsible area.
5. Ensure proper use, cleaning, requisition, and storage of all equipment, supplies, and materials.
6. Ensure proper cleaning of all assigned areas.
7. Maintain additional custodial, supervisory duties when assigned by the Custodial Supervisor with input from the Building Principal.

8. Ensure proper security of building at all times. Check appropriate doors and windows. Assure that students and/or unauthorized persons are not admitted to the buildings.
9. Supervise and direct both custodial and maintenance duties during the summer months and assigned school vacation days.
10. Ensure the use of energy conservation measures at all time.
11. Adhere to special work schedule in the summer months and assigned school vacation days as requested.

*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 essential functions.*

### **Physical Demands**

While performing these duties, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear. The employee is frequently required to reach, climb, bend, squat, stoop and kneel. The employee continuously uses hand strength to grasp and use tools and climb ladders. The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. The employees will frequently push or pull items such as desks, tables, bleachers and scrubbing machines. Specific vision requirements include close and peripheral vision and depth perception.

### **Attendance**

Consistent and regular attendance is an essential function of this position.

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

### **Conditions and Environment**

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The noise level of the work environment is usually moderate but can occasionally be loud.

Building Lead Custodian (cont.)

**Evaluation of Performance and Employment**

The evaluation of performance and consideration for employment will be under the jurisdiction of the Custodial Supervisor and Director of Physical Plant in consultation with the Business Manager.

**Length of Contract**

12 months

**Type of Position**

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

Branson Public Schools