



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS	B/G DATE
B	2	1		January 2019
JOB TITLE			CONTRACT REFERENCE	
Day Lead Custodian			Custodians or Custodian Engineers	
TITLE OF IMMEDIATE SUPERVISOR			VERSION DATE	
Coordinator of Buildings and Grounds			January 2019	

JOB SUMMARY

The Day Lead Custodian cleans and maintains the building facility and campus and serves as supervisor for custodians.

TASK NO.		FREQUENCY	BAND/GRADE
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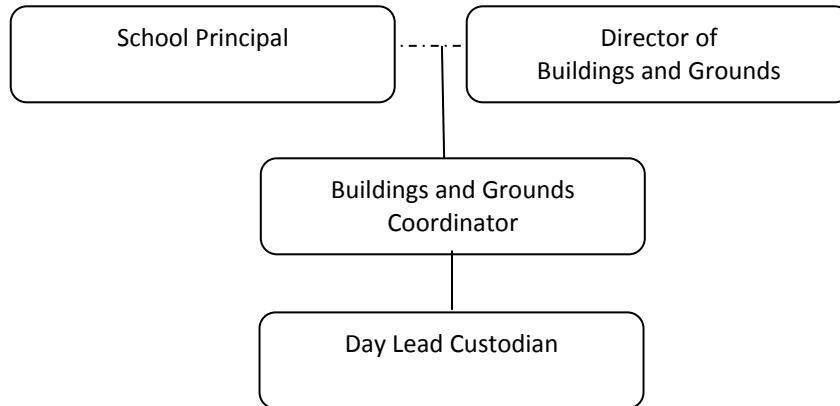
TASK NO.		FREQUENCY	BAND/GRADE
The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Assigns duties to the custodians to ensure safe and well-maintained facilities, both indoors and outdoors, for all school functions and for those groups using the facilities.	5%	B2
2.	Assists the Coordinator of Buildings and Grounds in training and instructing custodial staff and casual workers on proper methods of performing duties. This includes the safety programs adopted by the school district.	5%	B2
3.	Under the direction of the Coordinator of Buildings and Grounds the Day Lead Custodian is responsible for building housekeeping, removal of trash from the grounds, building security, and for general clean up after all building functions and for those groups renting the facilities.	30%	A1
4.	Cleans and maintains classrooms, offices, furniture, gymnasiums, cafeteria, kitchen, meeting rooms, daycare rooms, restrooms, locker rooms, and hallways on a daily basis.	30%	A1
5.	Works with the kitchen to help with trash removal and floor cleaning.	5%	A1
6.	Responds to calls from office during shift for custodial services.	1%	A1
7.	Responsible for floor finish stripping and application of fresh finish, carpet spotting and extraction, dusting of	5%	A1

	flat services, window washing, vacuuming, wet and dry floor mopping, painting, minor building repair, light replacement, and grounds clean up.		
8.	Operates and maintains custodial equipment such as floor machines, carpet extractors, and vacuum cleaners.	8%	A1
9.	Sets up and takes down bleachers, special furniture and equipment for school activities, and other building and group functions.	5%	A1
10.	Responsible for repair and maintenance of all building furniture and equipment.	2%	B2
11.	Monitors boilers and hydronic systems during shift to ensure heating systems are operating properly. Informs Buildings and Grounds Coordinator of system problems. May be sent to other District buildings to monitor boilers and hydronic systems as needed.	1%	A1/B2
12.	Under the direction of the Buildings and Grounds Coordinator, the Day Lead Custodian is responsible for emergency repairs, alarm calls, and electric and gas energy interrupt calls.	1%	A1/B2
13.	Informs Buildings and Grounds Coordinator of areas of buildings and grounds that are in need of repair	1%	A1
14.	Informs Buildings and Grounds Coordinator of the deleted inventory of supplies needed for building housekeeping.	1%	A1
15.	Other duties as assigned.		N/B

QUALIFICATIONS (Specific training or job experience required before appointment)

1. Minnesota Second Class C Boiler License.
2. High School diploma.
3. Experience with operation and repair of boilers and its apparatus, heating, ventilating, and air conditioning equipment, minor plumbing and electrical repair, pneumatic controls, and energy management systems.
4. Supervisory experience required with ability to build positive working relationships and communication skills with internal and external customers.
5. Ability to perform position responsibilities including physical factors, work devices, and materials handling of fifty pounds, and basic computer skills.

ORGANIZATIONAL RELATIONSHIPS



SYMBOLS

DIRECT SUPERVISION	INDIRECT SUPERVISION	WORK DIRECTION	ADVISE/INFORM
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PHYSICAL FACTORS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move 50 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.