



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
A	1	3	
JOB TITLE			CONTRACT REFERENCE
Lead Custodian / Grounds Crew			Custodians or Custodian Engineers
TITLE OF IMMEDIATE SUPERVISOR			VERSION DATE
Director of Buildings and Grounds, Grounds Supervisor			May 2018

JOB SUMMARY

The Lead Custodian/Grounds Crew position is responsible for all delivery functions throughout the district, district laundry, and all functions relating to the care and maintenance of the grounds.

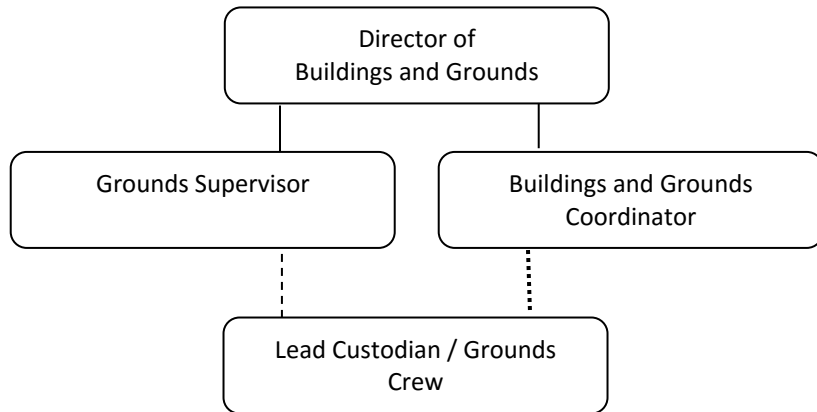
The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Operates delivery vehicle and lift gate when delivering school lunch, kitchen supplies, food commodities, intra district mail, US Post Office mailings, school board information, and building supplies to other schools and sites in the district. Transports and deposits school and kitchen receipts back to the HS office.	30%	A1
2.	Under the direction of the grounds supervisor – painting of the Athletic fields and clean up after athletic events.	10%	A1
3.	Under the direction of the Director of Buildings and Grounds the custodian contributes to the overall maintenance and appearance of the District grounds. He/she needs to be able to operate and maintain outdoor equipment to include items such as riding lawn mowers, plow and dump truck, weed whips, push mowers, chain saws and hand tools. Performs sidewalk snow removal as well as operates and maintains snow removal equipment.	45%	A1
4.	District Laundry.	15%	A1
5.	Other duties as assigned.		

QUALIFICATIONS (Specific training or job experience required before appointment)

1. High School diploma

2. Valid driver’s license, and insurable by the school district
3. Ability to build positive working relationships and communication skills with internal and external customers. Ability to perform position responsibilities including physical factors, work devices, and materials handling of fifty pounds, and basic computer skills
4. Minnesota Second Class C Boilers License

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.