

NEWPORT NEWS  PUBLIC SCHOOLS
JOB DESCRIPTION

Job Title: Lead Custodian

Supervisor: Supervisor II,
Area Supervisor, Custodial Services, Principal

Position Code: 5N09, EN09

Pay Grade: 15

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Responsible for routine cleaning and supervising routine cleaning of all areas of the building and policing the grounds.

Essential Duties

1. Helps in the selection, assignment, scheduling, and training, of members of the custodial staff.
2. Plans and oversees all custodial work, maintaining a high standard of safety, cleanliness, and efficiency.
3. Performs minor maintenance and replaces lights, ceiling tile, and windows where possible.
4. Uses a power lift to perform some tasks up to 40 ft.
5. Maintains an inventory and recommends selection of suitable custodial supplies.
6. Inspects the performance of the custodial staff on a regular basis.
7. Must get along well with others and deal effectively with principals, teachers, students, and visitors.
8. Locks and unlocks doors.
9. Checks the security of the building and grounds.
10. Activates and deactivates the alarm system.
11. Sweeps and wet and dry mop floors.
12. Waxes floors and operates buffing machines.
13. Vacuums and cares for carpeting.
14. Washes windows and polishes furniture.
15. Cleans restrooms.
16. Mops and buffs the cafeteria.
17. Moves furniture, folds and unfolds chairs as required.
18. Picks up paper and debris from school grounds.
19. Checks heating and air conditioning for proper operation.
20. Submits work orders to Plant Services by telephone or computer.
21. Raises and lowers flags.
22. Delivers packages and messages.
23. Performs other duties as assigned.

Job Specifications

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, and or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Completion of a standard high school or trade school course or equivalent combination of experience and training required. Must have through knowledge of proper procedures for cleaning and maintaining

resilient tile floors, carpeted floors, and terrazzo floors. Considerable experience as a custodian in a school preferred.

Must be able to read, understand and follow units of measure on product labels. Must have an excellent attendance record and demonstrated ability to exercise good judgment.

Working Conditions and Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 50 pounds; to bend, to stoop, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: The building custodial staff

Supervision Received: Supervisor II, Custodial Services, Custodial Area Supervisor, the Principal

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____