



City of St. Charles School District

LEAD CUSTODIAN

Reports to:	Building Administrator/Supervisor
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	254 days, which shall include 8 paid holidays according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the building principal/supervisor in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Lead Custodian keeps the district buildings in such a state of operating excellence that they present no problems or interruptions to the educational program. The Lead Custodian performs assigned custodial duties and repairs and receives supervision from the Facilities Manager and, if applicable, Building Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Maintains regular attendance.
- Responsible for inventory control of supplies and equipment.
- Handles work orders with administration.
- Cleans and preserves designated spaces, equipment, etc. in the building.
- Relocate, temporarily, to another district building if additional help is needed.
- Cleans classrooms, offices, libraries, restrooms and common areas including but not necessarily limited to chalkboards, dusting, emptying trash receptacles, vacuuming and washing windows.
- Scrubs, mops, disinfects, and polishes hard-surfaced floors in restrooms, cafeteria, hallways, classrooms, etc., as required.
- Performs minor maintenance and repairs.
- Immediately reports any vandalism or other damage to school property to his/her superior.
- Assumes responsibility for the security of the building - all doors and windows locked and lights turned off as needed before leaving the building for the night.
- Complies with District Policies
- Receives permission from building principal/supervisor to work 40+ hours in a week
- Moves furniture and equipment and assists in special events presentations.
- Corrects minor safety hazards when observed and/or immediately refers major safety hazards to Principal.
- Maintains confidentiality.
- Attends/Completes District PD and training.

SUPERVISORY RESPONSIBILITIES:

Not Applicable.

QUALIFICATIONS AND REQUIREMENTS:

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Experience and Training as necessary to complete job
- Minimum of one year successful prior experience in custodial work (preferred)

COMMUNICATION SKILLS:

- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of the position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District.
- Ability to pass written and physical tests that are directly related to the position
- Ability to establish and maintain effective working-relationships with students, staff and the community.
- Ability to perform duties in full compliance with all district requirements and Board of Education policies.
- Ability to read and comply with labels and safety warnings on cleaning agents and hazardous materials.
- Ability to perform strenuous physical activity related to custodial duties.
- Ability to work under minimal or no supervision - be an effective, self-starter.
- Ability to understand and follow both written and oral directions.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of the position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to accurately perform assigned tasks.

- Ability to promote harmonious working relationships with staff and outside business representatives.
- Possesses oral and written communication skills consistent with the duties of this position.
- Possess interpersonal relationship skills consistent with the duties of the position.

PHYSICAL DEMANDS:

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 employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb a ladder a minimum of 6', and use repetitive motions, while performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Lead Custodian
Revised SY 2021-2022
Revised SY 2022-2023