

Lead Custodian

Nature of Work

This position involves providing direction and assistance in maintaining the cleanliness and security of public high school facilities. Incumbents are responsible for coordinating the following: 1) daily cleaning activities, 2) removing trash and other debris from classrooms, common areas, bathrooms, and school grounds, and 3) securing school property before and after school hours and special events. Additional activities include stocking bathrooms with needed supplies, maintaining an adequate supply of cleaning supplies and materials, attending to unexpected spills and children's illnesses, replacing light bulbs, grounds and lawn maintenance, and other minor maintenance duties. The actual hours worked per day and week vary depending upon the needs of the high school facility. Extensive cleaning of classrooms and common areas are done during the summer months. The work is physically demanding due to excessive walking, bending, and lifting. Experience directing the activities of others, knowledge of cleaning supplies, equipment and practices, and the ability to interact successfully with children, parents and teachers are required.

Illustrative Examples of Work

- Assist in directing the activities of the custodial staff.
- Train and orient new custodial staff and monitors their initial performance on the job.
- Maintain an adequate inventory of supplies and equipment and reorders as necessary.
- Sweep and mop classrooms, bathrooms, and common areas on a daily basis.
- Empty trash cans and remove debris from common areas and grounds as necessary.
- Assist with security by locking and unlocking doors, and turning on or off lights and alarm systems when required.
- Clean and sanitize bathroom sinks and commodes and water fountains on a daily basis.
- Vacuum carpeted rooms and common areas according to established schedules.
- Stock bathrooms and closets with needed supplies, equipment, and materials.
- Move all furniture and strips and waxes floors during the summer months or as needed during the school year.
- Transport trash and other debris to the landfill when required.
- Perform routine lawn maintenance and landscaping as required.
- Interact with children, parents, teachers, and other staff to provide assistance and create a welcome and friendly environment.
- Replace light bulbs, services lighting equipment, and perform other routine maintenance activities.
- Perform related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year high school, experience directing the activities of others, considerable experience working with cleaning equipment and supplies, experience working with the public or any equivalent combination of education and experience to provide the following knowledge, skills, and abilities:

- Knowledge of basic supervisory techniques and procedures.
- Knowledge of safety procedures involved with cleaning supplies and universal precautions pertaining to handling and disposing of bodily fluids.
- Knowledge of cleaning materials, equipment, supplies, and materials used in an institutional setting.
- Knowledge of routine maintenance procedures involved with maintaining a public facility.
- Skill in the operation of floor maintenance equipment including dust mops, vacuum cleaners, and buffers.
- Skill in the operation of a motor vehicle.
- Ability to plan and direct the daily activities of others.
- Ability to plan and organize personal activities to complete established work assignments and assist other staff when needed.
- Ability to react to emergency or unexpected events in a prompt and responsive manner.
- Ability to perform the physically demanding aspects of the job.
- Ability to interact successfully with children, parents, staff, and the public.

Necessary Special Requirement

- Possession of a valid Tennessee Drivers License.