

Lead Custodian

The Position:

The Lead Custodian provides supervision to cleaner custodians as well as performs semi-skilled and unskilled maintenance, cleaning and other duties as assigned under the supervision of the Support Services Supervisor.

Performance Responsibilities:

- Provide supervision to other district custodians.
- Train, direct and evaluate cleaner and seasonal custodial staff.
- Keep an assigned group of rooms or facilities clean and orderly.
- Prepare work schedules for personnel under supervision and coordinate cleaning assignments as needed.
- Set-up and tear down for special events.
- Schedule all floor care maintenance in summer months. Ensure all floor care materials and supplies are allocated for summer projects as assigned.
- Wax and refinish floors and shampoo carpets.
- May be required to perform minor repairs to building fixtures and equipment and miscellaneous maintenance work such as touch up painting.
- Order proper stock of cleaning supplies to have on hand at all times.

Minimum Qualifications:

- High School Diploma or equivalent.
- Three years of experience as a custodian.

Performance Evaluation:

Evaluation will be completed by the District Administrator or designee using the District's Employee Performance Review checklist.

Note: This job description is not intended to be all-inclusive. Employee may perform other duties as assigned to meet the ongoing needs of the District.

Established: October 2022

Revised: