

LEAD CUSTODIAN- HIGH SCHOOL (NIGHT)

DEFINITION:

Under the supervision of the Principal, leads and participates in routine custodial activities at an assigned high school site; maintains buildings and adjacent grounds areas in a clean, orderly and secure condition; trains and provides work direction to assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plans, organizes and schedules custodial services at an assigned high school site and performs or leads the work of others in performing a variety of custodial tasks.
- Trains and provides work direction to assigned staff; assists in the selection, training of regular staff.
- Leads and participates in routine custodial activities at an assigned school site or facility; sweeps, scrubs, mops, strips, waxes and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops and other work areas; spot cleans and shampoos spills, debris and graffiti as needed.
 - Cleans and disinfects drinking fountains and restroom facilities including sinks, toilets and urinal dispensers with towels, soap, toilet paper and other items; washes mirrors, tile, walls and windows; unclogs drains and toilets.
 - Picks up paper and other debris from school grounds, walkways and areas adjacent to school facility; sweeps concrete surfaces adjacent to school building.
 - Monitors inventory levels of instructional and custodial supplies; orders, receives, stores and distributes instructional and custodial supplies and materials as directed.
 - Maintains various records related to facility usage, inventory and assigned activities.
 - Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/sander machines and other equipment as assigned.
 - Replaces light bulbs and tubes; cleans boards, trays and erasers; empties pencil sharpeners; cleans tables, chairs and floors.
 - Moves and arranges furniture and equipment; prepares classrooms and other facilities for special events or meetings as assigned; sets up and assembles chairs, tables and other furniture and equipment.

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