

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: LEAD CUSTODIAN I SCHOOL-BASED

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of lead worker, general custodial and light grounds keeping work in the care and maintenance of assigned school buildings and facilities. Employee supervises less than five full- or part-time subordinate custodians and is responsible for maintaining sites encompassing 25,000 to 100,000 square feet. Work involves supervising and participating in custodial work at the assigned site. Employee is also responsible for requisitioning necessary cleaning supplies. Reports to the Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, assigns, monitors, reviews and supervises the work of custodians assigned to the site.

Instructs, advises and demonstrates work methods, practices and procedures for completing job assignments and to assist in the training of site custodians.

Advises custodial staff of work-site and district policies and procedures related to the job assignments and enforces safety rules and regulations.

Conducts spot inspections to ensure site is with standards.

Provides performance appraisal input to the site manager for each custodian assigned to the site.

Maintains appropriate records and prepares reports as required.

Ensures adequate supplies are available for use.

Performs minor or routine maintenance on custodial equipment, as outlined in the appropriate publications.

Periodically inspects mechanical, equipment, grounds and building(s) in order to identify safety and/or maintenance problems. Monitors the operation of heating and air conditioning, ventilation, security and other building site systems. Reports identified problems to the site manager.

Trains custodial staff in all manners of cleaning, safety, and custodial equipment use at the site.

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Ensures the appearances of the site's grounds are within standards based on guidelines of the site manager and maintenance department. This responsibility includes maintaining the appearance of the site grounds and walkway entrances, removing snow and ice from walkways and driveways during inclement weather, maintaining shrubs and other plants weeding flower beds, and removing trash from the site.

Works with the maintenance department and the site manager to plan and direct the summer cleanup program at the site.

Based on parameters defined by the site manager, opens (or causes to be opened) and secures (or causes to be secure) the site at the appropriate time.

Participates in interviewing applicants for subordinate custodian positions.

As required by the site manager, ensures site is set up to accommodate committees/groups hosting events at the site.

Performs other custodial duties such as sweeping, mopping, vacuuming, stripping, waxing and buffing floor surfaces, cleaning restroom areas and replenishing paper supplies and soap as necessary, cleaning windows, walls, woodwork, blinds and light fixtures, dusting and cleaning desks and other furniture, and emptying trash receptacles. Dusting will include vents, light fixtures and other items located not more than 12 feet above floor.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school with considerable experience in custodial work; or an equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate vacuum cleaners, carpet shampoos, brooms, mops, small hand tools, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for medium work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

Language Ability: Requires the ability to read simple forms. Requires the ability to prepare time sheets and supply requisitions using prescribed format.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using janitorial equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as janitorial equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

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Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the standard methods, materials, and equipment employed in janitorial work.
General knowledge of safety precautions and warning signals regarding school building equipment.

Some knowledge of cleaning procedures and the use of cleaning materials.

Ability to effectively orient and train new employees.

Ability to give and follow instructions.

Ability to perform medium physical work.

Ability to exercise independent judgment and initiative in completing work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.