



## **Asst 4 / Custodial Team Leader**

### **Purpose Statement**

The job of Asst 4 / Custodial Team Leader is done for the purpose/s of providing custodial services under the direction of the Head Custodian at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; supervising assigned personnel; serving as lead custodian; and assisting in preparing facilities for classroom activities and classroom events.

This job reports to Dist Coord 8 / Custodial

### **Essential Functions**

- Assists with minor repairs (e.g. adjusting desks, replacing lights, ballasts, fixing door closers, etc.) for the purpose of maintaining a safe and functioning facility.
- Assists with grounds upkeep (e.g. trimming, watering, etc.) for the purpose of ensuring a safe, attractive environment.
- Assists in site preparation for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Assists with site snow removal (e.g. shoveling, snow blowers, etc.) for the purpose of ensuring access and safety.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Guides other custodial and substitute personnel in the absence of the coordinator or supervisor for the purpose of maintaining duties needed to maintain an attractive, safe, and sanitary environment.
- Performs summer cleaning and maintenance (e.g. stripping and waxing floors, moving furniture, painting, etc.) for the purpose of completing summer deep cleaning and ensuring the facility's safe, clean, and attractive environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs minor, job related, maintenance on custodial equipment (e.g. change vacuum cleaner belts, bags, etc.) for the purpose of ensuring proper functioning and usability of items.
- Prepares facilities for public use and/or special events (e.g. cleaning, unlocking doors, setting up space, etc.) for the purpose of providing a safe, clean, and functional space for participants.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; and meeting deadlines and schedules.; communicating with persons of diverse backgrounds; working as part of a team; working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

### **Required Testing**

Pre-Employment Proficiency Test

### **Continuing Educ. / Training**

Attend training workshops

### **Certificates and Licenses**

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

Lane 4