



Coord 6 / 7-12 Custodial

Purpose Statement

The job of Coord 6 / 7-12 Custodial is done for the purpose/s of providing custodial and maintenance services under the direction of the administrator at an assigned 9-12 site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; monitoring and ensuring regulatory compliance at assigned site; ensuring that site custodial and maintenance projects are completed in a safe, proper, and timely manner; supervising assigned personnel including groundskeepers and Maintenance/Trades 5 personnel; and performing general maintenance duties in conjunction with District Maintenance personnel.

This job reports to Dist Coord 8 / Custodial

Essential Functions

- 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.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Coordinates the replenishment of classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Coordinates facility preparation for special events, rentals and/or community organizations (e.g. assemblies, PTA, youth sports, dances, etc.) for the purpose of providing a safe, clean, and functional space for participants.
- Delivers a variety of items (e.g. supplies, large packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Distributes custodial supplies and equipment for the purpose of disseminating materials to custodial staff and/or storage locations.
- Evaluates custodial personnel for the purpose of ensuring quality job completion and efficiency.
- Informs other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.
- Inspects facilities for the purpose of ensuring that the site is maintained in a safe, attractive, and clean condition.
- Maintains student lockers (e.g. changing locks, setting combinations, fixing doors and latches, etc.) for the purpose of ensuring proper working condition.
- Maintains a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.
- Orders and maintains custodial and maintenance supplies, materials, and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities and completing jobs efficiently.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

- Performs maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, lights, ballasts, etc.) for the purpose of ensuring proper functioning and usability of items.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares manual and/or electronic documents and/or records (e.g. supply requisitions, safety inspections, work orders, inventory records, time cards, employee absences, MSDS, etc.) for the purpose of conveying information, documenting activities, and/or relating activities to administration for action.
- Prepares site for daily operations (e.g. opening gates, unlocking doors, raising flags, sweeping walkway, removing snow, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Repairs and maintains various equipment (e.g. boilers, heating and air conditioners, fire alarms, security alarms, sprinkler systems, etc.) for the purpose of ensuring the safe and efficient operation of equipment.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, 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, graffiti, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Schedules custodial personnel to shifts and duties for the purpose of providing proper coverage and ensuring maintenance and custodial duties are completed in an efficient and timely manner.
- Secures facilities and grounds at the end of the day (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supervises and participates in summer cleaning and maintenance (e.g. stripping and waxing floors, moving furniture, painting, shampooing, remodeling, etc.) for the purpose of completing summer deep cleaning and ensuring a safe, clean, and attractive environment.
- Supervises groundskeepers (e.g. mowing, trimming, watering, etc.) for the purpose of ensuring a safe, attractive environment.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.

Other Functions

- Updates school marquee for the purpose of keeping the information on the marquee current and relevant.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically 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; adhering to safety practices; and preparing and maintaining accurate records.

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 solve practical problems. 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; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related

equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is 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.

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 resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact 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, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, and 20% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Attend training workshops

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 6