

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

POSITION TITLE Lead Custodian

ORIGINATION DATE 9/1996

IMMEDIATE SUPERVISOR Environmental Services Coordinator

LAST REVISION DATE 4/2001

BAND & GRADE B-2-1-4

Job Summary (Basic Purpose of Position)

To ensure cleanliness, safety and security of assigned unit. To maintain a pleasant environment for faculty, staff, students and the public.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1. Perform routine cleaning tasks a. Clean and disinfect restrooms. b. Thorough cleaning of classrooms and offices using standard cleaning procedures. c. Corridor/entryway cleaning procedures. d. Gymnasium cleaning. e. Clean and disinfect locker rooms. f. Vacuuming. g. Set up/clean up activities for athletic programs, special events as requested by school principal or custodian manager. h. Relamp light fixtures. i. Adjust hours to comply with scheduled events. j. Snow removal, outside entry clean up immediately outside building when necessary. k. Complete minor repairs and maintenance as needed and as time permits. l. Leave notice of observed irregularities. m. Supervise substitute custodians.		D D D D D D D D D D D D D D		Knowledge of: 1. Applicable district policies. 2. The use of cleaning chemicals and neutralizers. 3. School facilities. 4. Limited plumbing, electrical and heating theory. 5. Various equipment used. 6. School schedules. 7. Various floor problems. 8. Proper floor finishes. 9. Cleaning chemicals. 10. Carpet stain and cleaning. 11. Printing techniques. Ability to: 1. Cooperate with staff members. 2. Analyze cleaning problems. 3. Relate effectively with others. 4. Communicate.	Evidence will indicate that: 1. Unit is cleaned daily. a. Restrooms were cleaned and disinfected daily. Paper and soap dispensers filled. b. Classrooms and offices were clean, desks straightened, maintenance problems reported. c. Corridors, entryways are clean. Entry glass free from spots. Graffiti is removed. d. Floor is swept daily, tape and marks removed. e. Locker rooms were clean, supplies restocked. f. Carpets and entry mats were vacuumed. g. Activities are set up as requested by the principal or custodial manager and cleaned up in time to allow routine school activities to continue. h. Light fixtures have working light bulbs in them. j. Snow is removed from entryways and trash is picked up around building, sidewalks free of debris. k. Work orders are turned in on items relating to maintenance beyond the custodians abilities.

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<p>2. Monitor custodian operations of building.</p> <ul style="list-style-type: none"> a. Compiles supply requisitions. b. Ensures the cleanliness of the building and outside of entrances during shift. c. Maintain records, reports required by Department or District policies. d. Disseminates information received from district or department to custodians in building. <p>3. Performs project cleaning duties.</p> <ul style="list-style-type: none"> a. Refinish hard surface floors. b. Shampoo carpet areas. c. Refinish gymnasium floor. d. Classrooms, offices, restrooms and corridor areas thoroughly cleaned. e. Assist with moving furniture, supplies between buildings and classrooms. f. Paint lockers, walls, ceilings where needed and as time allows. 	<p>D D D D M M A A D D</p>			<p>5. Promote good public relations between the custodial department and administration, students and the public.</p> <p>Skills of:</p> <ul style="list-style-type: none"> 1. Operating various cleaning machines. 2. Using small tools, ladders. 3. Painting. 	<p>l. Examples included but are not limited to: Drapes work properly, toilets and sinks operate properly, doors close properly, other duties as assigned to the best of the custodians abilities.</p> <p>m. Substitutes were supervised and work completed.</p> <p>2. Evidence exists that custodial operations are running smoothly.</p> <ul style="list-style-type: none"> a. Supply requisitions are written to include supplies for all units in building. b. The building and outside entrances are clean during employee's shift. c. Records and reports are maintained. d. Evidence exists that pertinent information is disseminated to custodial staff in building. <p>3. Building is cleaned and ready for the beginning of school.</p> <ul style="list-style-type: none"> a. All hard surface floors were stripped or shower scrubbed and new finish applied. b. Carpets were shampooed, free from spots. c. Gym floor was cleaned and refinished to provide a smooth playing surface. d. Walls were washed, light fixtures, furniture and windows cleaned in each area. e. Custodian willingly assists with moving activities. f. Painting is completed in those areas assigned.
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<p>4. Complies with District and Department procedures.</p> <ul style="list-style-type: none"> a. Attends mandatory training sessions. b. Follows chain of command in organization. c. Required paperwork completed on time. d. Use safe procedures and practices. <p>5. Other duties as assigned by supervisor.</p>		<p>M D D D D</p>			<p>4. Evidence exists that District and Departmental procedures are complied with.</p> <ul style="list-style-type: none"> a. Training sessions are attended. b. Chain of command is followed. c. Paperwork is completed by due date. d. Safety procedures and practices are observed. <p>5. Other duties were completed in a timely manner.</p>
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