

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Lead Custodian - Elementary

**DEPARTMENT:** Facilities Services  
Custodial/Maintenance

**REPORTS TO:** Building Principal and Custodial Supervisor

**POSITION SUMMARY:** To keep buildings clean, comfortable, attractive, safe, secure and functional; Coordinate and assist custodial personnel assigned to the school. To maintain an effective working relationship with the custodial team, school staff, parents, students and community groups.

### **ESSENTIAL FUNCTIONS:**

- Maintain assigned cleaning route (i.e. sweeping, mopping, vacuuming, scrubbing and refinishing floors, general cleaning, dusting, washing and/or sanitizing or furniture, fixtures, wood work, walls; waste disposal, etc.).
- Maintain exterior of building (i.e. cleaning/blowing/pressure washing walkways, roofs and roof drains and gutters, storm drains, snow and ice removal, general campus litter removal, including emptying of waste barrels.
- Respond to building emergencies (i.e. overflowing toilets, broken pipes, broken windows, vomit, power failures, etc.) by taking appropriate action. Remove/cover graffiti as soon as possible.
- Set up and take down furniture and equipment for facility use as needed.
- Receive and distribute deliveries as needed. Distribute school supplies and equipment as needed.
- Replace light bulbs and tubes as needed.
- Flexible Response: The actual job duties and tasks can change from day to day. Ranges are given in the physical demand section of the job analysis to reflect this. Workers must be able to work within the ranges on any given day. It is noted that during the school year the main duties will be routine cleaning such as floor care, emptying trash, cleaning bathrooms and setting up/taking down chairs/furniture, etc. for assemblies/events in the cafeteria/gym. During the summer months, cleaning is more concentrated with less interruption from students and staff.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **Minor Maintenance:**

- Identify maintenance needs, addressing them in a timely manner by repairing or by submitting a work order, using established procedure, for Maintenance Department repair.
- Take initiative to do preventative maintenance and make systems adjustments as needed.
- Know building systems such as plumbing, electrical, natural gas, HVAC. Monitor and maintain them in conjunction with the Maintenance Department. Specifically know all emergency shutoffs. Troubleshoot system prior to work order submission. Call in emergency needs with specific information.
- Maintain custodial equipment (clean, charged, repaired, etc.) so that it is usable when needed. Submit repair requests to the custodial supervisor promptly as necessary.
- Assemble, repair, adjust distribute furniture and install dispensers as needed.

### **Leadership:**

- With Building Administrator and/or Custodial Supervisor, discuss and evaluate plans, priorities, work assignments, and schedules of custodial team as needed.
- Provide input for the evaluation of the custodial team.
- Be accountable for the overall cleanliness of the facility on a long term basis.
- Oversee and maintain safety and security of the facility as directed by the Building Administrator and Custodial Supervisor (i.e., playground and other safety inspections). Be sure that the building is prepared and open for use.
- Work closely and cooperatively with Building Administrators and Facility Services Department to take care of site needs.
- Mentor new employees for their success.
- Maintain inventory and submit custodial supply orders as scheduled.
- Maintain records and submit reports as required. Submit time cards for the custodial team as directed.

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- Maintain effective communication with the Building Administrators, Facility Services Supervisor - Custodial, general building staff and the custodial team.
- Properly promote, use and maintain all current custodial equipment provided by the District distributed for ergonomic safety as well as effective cleaning.
- Provide leadership, guidance and direction to the custodial team (problem solving, training, correction and professional development).
- Properly and promptly perform other related tasks as assigned by the Building Administrators, Facility Services Director and Custodial Supervisor.

**QUALIFICATIONS:**

**SKILLS, KNOWLEDGE AND ABILITIES:**

- Physical stamina and skill to work efficiently and safely with cleaning equipment, hand tools, power tools and vehicles as necessary to complete assigned duties.
- Physical ability to climb ladders, lift 50 lbs on a regular basis, and occasionally 75 pounds.
- Have mechanical aptitude necessary for troubleshooting systems and making minor maintenance repairs.
- Demonstrate effective organizational and leadership skills including decision making, scheduling, problem solving and interpersonal relations.
- Demonstrate initiative and self-motivation with the ability to manage multiple tasks and develop appropriate priorities.
- Ability and willingness to take direction and work with minimal supervision.
- Possess and utilize good reading, written, and oral communication skills.

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

**EXPERIENCE:** Successful custodial work experience required.

**REQUIRED TESTING:** None Specified

**CERTIFICATES AND LICENSES:** A valid Washington State Driver’s License with a good driving record and appropriate insurance required. Certification for operating man lifts preferred or willingness to obtain lift certification within 6 months after hire at the District’s expense. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** Maintain continued awareness or energy conservation and suggest methods and procedures for such. Participate in training and continued education in the custodial trade and share this information with the custodial team.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Teamsters

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date