



## David Douglas School District #40

### Classified Job Description

#### **CUSTODIAN II – NIGHT LEAD CUSTODIAN**

Schedule: 8 hours per day / 12 months per year

Class: 13

#### **POSITION PURPOSE**

To provide custodial services for a school facility so that it is clean, safe, well maintained and provides a positive learning environment for students.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- This job includes personal performance on an assigned shift and the responsibility for a crew working in the building on the same or other shifts
- Make daily inspections to note performance of the custodial crew and to determine needs for future work
- Work assignments are received from the head custodian in conference or by memo
- Assign, train and orient new employees and substitutes; determine order and demands of building service schedule to assure proper performance with the personnel assigned; keep record of employee hours; operate heat plant; maintain adequate inventory of custodial supplies for the building; report incidents of vandalism and fix as needed
- Clean internal areas of school facility daily, such as classrooms, halls, offices, restrooms and other school areas
- Perform other custodial functions such as; cleaning and buffing floors, vacuuming, cleaning up spills, replacing light bulbs, moving furniture and materials, paint walls, ceilings and equipment. Maintain cleaning equipment
- Maintain a calendar of upcoming activities happening during shift
- Schedule staff to assist in setup and cleanup of activities and functions
- Replace the head custodian on day shift when necessary
- Perform other duties, as assigned

#### **QUALIFICATIONS FOR WORK**

- High School diploma or equivalent
- 21 years of age or older and related work experience
- Knowledge of materials, methods and equipment used in building service work
- Ability to operate buffers, scrubbers, vacuum cleaners and other cleaning equipment
- Knowledge of occupational hazards and safety precautions, including handling and disposal of hazardous materials
- Basic computer skills required
- Skill in making minor repairs
- Ability to work harmoniously with others and communicate effectively and appropriately, both orally and in writing, with students, staff and visitors
- Ability to understand and follow oral and written instructions with limited supervision
- Previous supervisory or leadership experience preferred

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate to extensive degree of physical stamina and frequent lifting up to 50 pounds and occasional lifting of up to 100 pounds. Ability to lift furniture, desks, shelving, staging and cleaning supplies and equipment. Frequent and prolonged standing, walking and bending. Ability to climb ladders, stretch and bend to perform such duties as cleaning, repairing, painting, cleaning roofs, gutters and drains and general maintenance. Ability to move freely around the school building and grounds. Exposure to outdoor weather conditions. Exposure to chemicals, dirt, dust, paint, noise and activity of a school setting.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.