

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

Position Title: **Custodian I Leader**

JD SS 406
Updated: April 09

Qualifications:

1. High school graduate or equivalent (GED).
2. Ability to operate vacuums, sweepers, carpet and floor shampoos.
3. Can perform minor maintenance (i.e. fix a chair or desk).
4. Can lift objects up to 50 or 60#.
5. Enjoys working with others.
6. Can communicate and get along with others freely.
7. Basic knowledge of cleaning chemicals and their use.
8. Maintains proper hygiene.
9. Possess a valid driver's license.
10. Ability to operate lawnmower, grass trimmers, snow blowers, and/or other small equipment.
11. Ability to work well with others in a team environment.
12. Ability to accept direction from supervisors.
13. Ability to follow work rules and procedures.
14. Ability to accept constructive criticism.

Immediate Supervisor: Supervisor of Buildings & Grounds

Primary Duties:

1. Lead and monitor second shift custodians. Document and report any concerns to the Supervisor of Buildings & Grounds.
2. Coordinate and assist in the total set-up and take down of all indoor sporting and concert events throughout the building.
3. Be responsible to lock football press box, turn out lights and lock gates after all home football games and home track meets.
4. Check the visitor locker rooms after all sporting events for possible damage and report immediately.
5. Coordinate and assist in the clean-up of any acts of vandalism that occur during shift.
6. Coordinate and assist in the removal of snow and ice on walkways on nights when games and special events are held.

7. Be the contact person to assist personnel from the elementary, middle school or high school offices when needed.
8. Coordinate and assist other night custodians to ensure the security of all perimeter doors and windows of the school building, administration office, and all out buildings on school property.
9. Handle work order maintenance requests when time permits.
10. Involves basic cleaning and minor maintenance.
11. Sweeping, dry mopping, wet mopping (steps to middle school mezzanine to be done twice weekly)
12. Vacuuming.
13. Dusting.
14. Cleaning furniture and fixtures.
15. Stain and spot removal, scrubbing.
16. Loading, unloading and delivery of supplies, materials, and/or equipment.
17. Cleaning windows.
18. Collection and removal of garbage.

Specific Responsibilities:

1. Clean all classrooms assigned -- to include:
 - Dry mopping/wet mopping as needed and suitable.
 - Vacuuming as suitable.
 - Dusting on a weekly basis.
 - Picking up debris (i.e. pencils, pens, boxes, crayons, paper, etc.).
 - Clean furniture and fixtures.
 - Removal of wall stains and spots.
 - Disinfect classroom sinks and clean sinks when applicable.
 - Disinfect floors, carpets, furniture twice weekly.
 - Clean and disinfect classroom water bubblers where applicable.
 - Clean chalkboard trays wherever required.
 - Repair minor items as needed and applicable.
 - Cleaning windows.
 - Garbage pick-up and removal.
2. Report items that require additional repairs or appear harmful to anyone to immediate supervisor.
3. Report all incidents of vandalism to the immediate supervisor.
4. Remove all graffiti and marks from walls, lockers, and furniture immediately.
5. Clean all hallways, corridors and offices assigned - to include:
 - Sweeping, dry mopping/wet mopping daily.
 - Daily vacuuming.
 - Remove all spots and stains immediately.
 - Weekly shampooing of hallway carpets.
 - Weekly scrubbing and polishing of tiled hallways (entrances).
 - Pick up all debris from the floors (pencils, pens, paper, etc.).
 - Disinfect and deodorize all floor areas twice weekly.
 - Remove cobwebs and dirt from all corners and hard to get at areas daily.

6. Perform unloading of materials, equipment and supply deliveries.
7. Make deliveries or pick up materials, equipment or supplies and relocate to other areas of the building.
8. Maintain building security as appropriate by locking inside and outside doors when rooms and entrance/exits are not in use.
9. Prepare athletic facilities and related areas for all athletic events.
10. Prepare building facilities for extra-curricular events, community events, and staff or school board meetings.
11. Perform snow removal as requested and/or as needed to insure safe entry and exit of school facilities.
12. Participate as part of the cleaning and maintenance crew during non-school days to include but not limited to school vacation days, school holiday periods and summer months.
13. Stack chairs and move tables as needed.
14. Keep lights turned off in all areas not in use.
15. Perform such other custodial duties and related tasks as assigned by the immediate supervisor or administrator.
16. The employee will wear a back support belt when doing any lifting. The support belt will be provided by the district.

See attached color-coded floor area map of the building for specifically assigned rooms and halls.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the Supervisor of Buildings & Grounds.