



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

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| Position Title: Night Lead Custodian | Department: Buildings & Grounds |
| Immediate Supervisor's Position Title: Director of Buildings & Grounds | FLSA Status: Non-Exempt |
| Job Summary: Under the direction of the Director of Buildings & Grounds, the Night Lead Custodian is responsible for coordinating, prioritizing and monitoring the work operations and staff assigned to the night crew. Duties associated with the job may vary from building but will include such tasks and duties as coordinating, monitoring, and assigning work orders to building cleaners; setting up equipment and needed supplies/materials for evening events in the building; assisting in cleaning assigned areas; performing general and routine maintenance; assisting in removing snow and ice on sidewalks and entry areas; and participating in summer cleaning activities. | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates and monitors cleaning and custodial services in classrooms, offices, cafeteria, kitchens, hallways, locker rooms, gymnasium, and all areas required in school building during the shift. Communicates with day staff, Principal, Director of Buildings & Grounds concerning specific work orders, building needs or concerns for the coming shift. Participates and cleans assigned portions of the building.
 - a) Dust and wet mops floors and hallways, as necessary.
 - b) Waxes rooms, as required.
 - c) Cleans and arranges cafeteria. Washes off table tops, cleans teacher lounge and scrubs commons floor.
 - d) Cleans chalk boards and whiteboards and empties pencil sharpeners in classrooms.
 - e) Cleans sinks, drinking fountains.
 - f) Cleans glass windows.
 - g) Picks up and removes trash.
 - h) Cleans and sanitizes restrooms, toilets, adds paper products to dispensers.
 - i) Vacuums carpets and entry mats daily.
 - j) Cleans and disinfects spills and stains as required.
 - k) Uses scrubbers to clean floors.
 - l) Removes snow and ice from sidewalks and entry ways.
- Coordinates and participates in the set-up and tear-down of chairs, tables, bleachers, scoreboards or equipment required for evening events, community education or sporting events (volleyball, basketball, gymnastics, swimming, etc.) within the building of assignment. Assists the public or deals with problems that arise in the building during the evening shift.
- Performs general and routine maintenance and repairs within the building (e.g. changing light bulbs; hanging whiteboards and shelves; assembling furniture; etc.).
- Oversees and monitors the security of the building to ensure doors are locked, windows closed and the building is empty of the public, and performs boiler check.
- Performs extensive summer cleaning and assists in various maintenance projects.

- a) Strips and waxes floors.
 - b) Shampoos all carpets.
 - c) Paints walls.
 - d) Fixes and repairs lockers, doors, and shelves.
 - e) Assists in tearing down and cleaning boilers.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, seminars, district health and safety meetings.
 - Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following: | | | |
| REQUIRED EDUCATION/TRAINING (choose one) | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) | |
| | less than high school diploma | | Major field of study or degree emphasis: |
| x | High school diploma or GED. | | |
| | 1 year college | 2 years college | |
| | 3 years college | 4 years college | |
| | 1st year graduate level | | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of modern cleaning methods including basic methods of cleaning and preserving floors, black/white boards, carpets furniture, walls and fixtures. • Knowledge of the use and operations of cleaning equipment, tools, materials and supplies used in custodial work. • Knowledge of applicable custodial operations. • Knowledge of operation of all equipment required in the performance of the job. • Knowledge of all safety precautions and risk management procedures and proper lifting mechanics. • Knowledge of boiler operation. • Knowledge of the application, use and proper storage of all chemicals used in the performance of the job. |
| | 2nd year graduate level | | |
| | Doctorate level | | |
| Required Work Experience in Addition to Formal Education/Training: Requires a minimum of 2 years previous custodial and general maintenance experience. | | | |
| LICENSE/ CERTIFICATION | | Identify licenses/certification required upon hiring: Must be willing and able to obtain and maintain a State of Minnesota "Chief" Class C Stationary Engineers License within a specified time frame. | |

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| <p>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</p> | <p>Skilled in:</p> <ul style="list-style-type: none"> • Establishing and maintaining effective working relationships with building administrators, building staff, students, and operations personnel. • Leading, delegating and monitoring staff activities and functions to assure work standards and compliance with departmental work orders, schedules, and responsibilities. • Coordinating the set up and tear down of equipment, supplies or materials needed for evening events or activities. • Performing routine repairs and general maintenance within the facility. • Cleaning and caring for the appearance of building areas and surfaces. • Using tools, chemicals and cleaning equipment. • Reading, understanding, and following safety procedures and written instructions. • Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment. |
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| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS | | |
|--|---|----------------|
| | Titles of Positions Directly Supervised | # of Employees |
| 1 | | |
| TOTAL | | |

| INDIRECT SUPERVISION: | |
|---|--------------------------|
| <p>Number of employees indirectly supervised: Custodial Cleaners</p> | <p>Total: 1-3</p> |

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| <p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p> | <p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption.</p> <p>The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures.</p> |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities | | | | |
|---|--------------|---------------------------|--------------------------|-----------------------------|
| Employee is required to: | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand | | | x | |
| Walk | | | | x |
| Sit | x | | | |
| Use hands dexterously (use fingers to handle, feel) | | | | x |
| Reach with hands and arms | | | x | |
| Climb or balance | | x | | |
| Stoop/kneel/crouch or crawl | | x | | |
| Talk or hear | | x | | |
| Taste or smell | x | | | |
| Physical (Lift & carry): up to 10 pounds | | | | x |
| up to 25 pounds | | | | x |
| up to 50 pounds | | x | | |
| up to 75 pounds | x | | | |
| up to 100 pounds | x | | | |
| more than 100 pounds | x | | | |

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:
Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .