

## Custodial Elementary Lead



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**Reports To:** Director of M&O  
**Salary Schedule:** Schedule A  
**FLSA Status:** Hourly

**Bargaining Unit:** PSE Wenatchee M&O  
**EEO Class:** 9  
**Revised Date:** 04/2011

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### **SUMMARY:**

Under the daily direction of the Elementary School Principal or designee, performs custodial services and leads the Elementary School custodial crew to provide a clean, safe, and productive learning and teaching environment. Manage the building maintenance needs to ensure safe efficient building operation. Provide for a high level of customer service to the attending public at Elementary School and its athletic facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strives constantly to promote the safety, health and comfort of the students, staff and parents.
- Performs a proficient level of daily and seasonal custodial services in keeping assigned building areas clean and orderly to established standards.
- Make effective and efficient use of a full range of power and manual custodial equipment and supplies as provided.
- Keep building and premises, including sidewalks, driveways, and play areas neat and clean.
- Keep surrounding grounds and parking lots free from rubbish and sidewalks clear of snow and ice.
- Clean and sanitize rest rooms, locker rooms, and kitchens using established practices and procedures.
- Wash all interior and exterior windows and clean blinds.
- Sweep, mop, and vacuum classroom floors and dust horizontal surfaces in order to maintain quality environment.
- Comply with local laws and procedures for the storage and disposal of trash, rubbish and waste.
- Monitor HVAC, electrical, and plumbing systems to ensure safety and economy.
- Promotes good will by meeting the public in a friendly and cordial manner.
- Works with administration in the task of planning and problem solving event schedules and staffing custodians to support school events.
- Reviews contracts and provides customer service to scheduled programs and user groups. Responsible to ensure that scheduled events are set up on time.

- Maintains, organizes, and orders custodial supplies inventory. Offers feedback on custodial products and equipment; makes recommendations to improve effectiveness and cost control of supplies and equipment for the district.
- Ensures chemicals are used, labeled, and stored safely and appropriately. Keeps MSDS book available and up to date with MSDS pages provided.
- Reviews daily requirements; makes routine inspections of assigned areas to determine whether custodial work has been properly performed.
- Makes minor repairs of the building and equipment as capable.
- Identifies required repairs or receives work requests from the building staff. Prioritizes and processes work orders, inputs them into the work order system and follows up in a timely manner. Gives feedback to staff on work order status and completion.
- Ensure the building is open and secured as necessary, and ensures giving user groups appropriate access.
- Completes and routes paperwork correctly including but not limited to timesheets, absence sheets, payroll coversheets, facility use labor summary sheets.
- Other duties as assigned.

#### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**Delegation** - Delegates work assignments; Gives authority to work independently; Sets expectations and monitors delegated activities. Designs work flows and procedures.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans; Conserves organizational resources.

**Problem Solving** - Identifies and resolves problems in a timely manner; Generates creative solutions; Demonstrates attention to detail; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

**Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

**Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments; Follows policies and procedures.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or equivalent.
- Two (2) years of experience in school custodial work.
- Demonstrated ability to lead staff and problem solve and prioritize workloads.
- Knowledge of general school cleaning problems; methods, materials and equipment used in custodial work.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; push and pull, and talk or hear and smell. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to vibration. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; and outside weather conditions year round. The noise level in the work environment is usually moderate.