

## Litchfield School District - SAU 27

<b>POSITION TITLE: LEAD CUSTODIAN</b>	
<b>Job Description Approved By:</b> <i>Litchfield School Board</i>	<b>Date:</b> <i>3/4/2020</i>
<b>General Purpose:</b>	To performs routine maintenance and cleaning of school buildings in support of the education, extra and co-curricular programs of the school district.
<b>Reports to:</b>	Custodial Supervisor and Facility Manager
<b>Supervises:</b>	Custodians

### **POSITION DUTIES AND RESPONSIBILITIES:**

Except as specifically noted, the following functions are considered essential to this position:

1. Supervise custodial team as directed by the Custodial Supervisor and Facility Director. Provide input on employee evaluations to the Custodial Supervisor, Facility Director and Building Assistant Principal.
2. Maintain appearance and cleanliness of floors, carpets and common areas in each assigned building, to include washing and waxing, as needed or determined by the building principal or department head.
3. Empty trash receptacles in each assigned building, and transfer to disposal location.
4. Maintain clean and sanitary conditions, and supplies in restrooms in each assigned building.
5. Maintain cleanliness of glass and mirror surfaces in each assigned building.
6. Set and reset classrooms and common areas before and after activities, as required.
7. Remove dirt, debris, snow and ice from walkways at each assigned building.
8. Perform repairs of a minor or routine nature in and around each assigned building.
9. Maintain illumination and safety equipment in each assigned building.
10. Monitor performance of equipment and components and alert the Custodial Supervisor to problems and suggest improvements.
11. Report all records of inspections, tests, and repairs to the Custodial Supervisor.
12. Maintain security, and monitor and limit access to building in accordance with established policies and procedures.
13. Refer children to the Building Principal when disciplinary action may be required.
14. Familiar with, and executes, safe work procedures associated with assigned work.
15. Available for emergencies, or additional work and/or overtime, as required.
16. Maintain effective relations with building staff, students, contractors, and the public.
17. Perform other tasks and assume other responsibilities as may be assigned by the Custodial Supervisor or Facility Director.

### **TERMS OF EMPLOYMENT:**

At-Will, Non-exempt. Hourly rate established by Litchfield Support Staff Bargaining Agreement.

**MINIMUM QUALIFICATIONS:**

1. High School diploma or G.E.D. preferred.
2. Minimum of two (2) years custodial experience, with demonstrated supervisory skills.
3. Strong interpersonal and verbal communication skills.
4. Ability to work in environments with different needs, and understand and follow orders.
5. Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

None.

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Occasionally required. Assistance may be available.
4. Lift over 50 lbs:	Rarely required. Assistance may be available.
5. Carry up to 10 lbs:	Frequently required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Occasionally required. Assistance may be available.
8. Carry over 50 lbs:	Rarely required. Assistance may be available.
9. Reach above shoulder height:	Occasionally required.
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

**Hand Manipulation:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Occasionally required
4. Fingering:	Frequently required
5. Controls and Equipment:	Hand and power tools, floor buffers, vacuum cleaner, mops and brooms, power and hand snow removal equipment, ladders, and telephone.

**Other Physical Consideration:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Frequently required
3. Crawling:	Rarely required
4. Squatting:	Rarely required
5. Kneeling:	Occasionally required
6. Crouching:	Rarely required
7. Climbing:	Rarely required
8. Balancing:	Not required

**Work Surface(s):**

Varies from carpeting, linoleum, tile, concrete, gravel, hot top, dirt, and grass. Wet and slippery surfaces.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>									<u>Total Hours</u>							
Sit	<u>1</u>	2	3	4	5	6	7	8		<u>1</u>	2	3	4	5	6	7	8
Stand	1	<u>2</u>	3	4	5	6	7	8		1	<u>2</u>	3	4	5	6	7	8
Walk	1	2	<u>3</u>	4	5	6	7	8		1	2	3	4	<u>5</u>	6	7	8

Work Performed:    **Inside: 90%**  
                              **Outside: 10%**

**Cognitive and Sensory Requirement(s):**

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions from others.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Smelling required to detect odors, such as gas, electrical smoke, etc.

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, vendors, regulatory agencies, and the community.

**Summary of Occupational Exposures:**

Floor and bathroom disinfectants, sanitizers, other cleaning fluids, heating fuels, and general office environment. Exposure to extremes of heat, cold and wet weather conditions.

**Other Considerations and Requirements:**

Must be physically able, as job includes lifting and stair climbing. Employee must be able to perform various tasks as required in maintaining school buildings. Employee follows a written or verbal work schedule and is typically able to work at his/her own pace.

Job often entails routine and repetitive tasks that, once learned, can be executed under general supervision. Work may be checked by senior department personnel to insure accuracy and completeness of assignments.

Satisfactory completion of a criminal background check will be required prior to employment.

Incumbent has no authority for disciplining students during school hours.