Independent School District 518
Worthington, MN 56187
JOB DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Custodian – Class II Night Lead	**Department:** Custodial
Immediate Supervisor's Position Title: Head Custodian	**FLSA Status:** Non-Exempt

Job Summary:
Under the direction of the Assistant Superintendent and Head Custodian, the Class II 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; sets up equipment and needed supplies/materials for evening events in the building; assists in cleaning assigned areas; performs general and routine maintenance; assists in removing snow and ice on sidewalks and entry areas; and participates 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 Checks and secures building at the beginning and end of shifts for the purpose of ensuring the safety and cleanliness of the building.

- Cleans rooms, hallways, cafeterias, restrooms, offices, stairways, and other areas of the building according to school district standards.
- Sweeps, mops, buffs, strips, and waxes floors.
- Cleans rugs, carpets, upholstered furniture, and blinds.
- Washes walls, ceilings, woodwork, windows, doors, and sills.
- Removes graffiti and cleans glass areas.
- Replaces light bulbs.
- Sets up and breaks down chairs, tables, and equipment in meeting rooms, and functional rooms.
- Clears snow from entrances and walks, and spreads sand and ice melting chemicals.
- Performs ground-keeping duties, clears debris, and maintains grounds.
- Receives deliveries and assists in unloading trucks and storing supplies.
- Delivers supplies and materials to classrooms, bathrooms, and other areas of the building.
- Empties wastebaskets, picks up and removes trash and assists in recycling program.
- Responsible for ensuring security of the building.

Additional Duties:

- Performs general cleaning, and repair work, particularly during school vacations.
- Assists parents and other visitors to school buildings with special events and programs.
- Performs other related tasks as assigned by supervisor**.**

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in the position could 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			High school graduate or equivalent
x	**High school diploma or GED.**			**Major field of study or degree emphasis:**
	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:** ● General knowledge of cleaning methods, materials, and equipment.
	2nd year graduate level			
	Doctorate level			

Required Work Experience in Addition to Formal Education/Training:
Minimal cleaning experience preferred.

LICENSE/ CERTIFICATION	**Identify licenses/certifications required upon hiring:** Possession of an appropriate Minnesota driver's license. Boilers License useful, but not required.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	**Skilled in:** • Ability to follow oral or written work orders from the supervisor, and to coordinate work with the principal and others. • Ability to read, write and speak English fluently. • Ability to describe orally or in writing cleaning, maintenance, or repair problems as needed. • Ability to establish and maintain cooperative working relationships with students, staff, and others contacted in the course of work. • Ability to add, subtract, multiply and divide all units of measure.

	• Ability to work in poor weather conditions, including heat, cold, rain, or snow. • Ability to work above ground from ladders and automatic lifts. • Ability to perform work according to standard procedures and schedule set forth by supervisor(s).

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	**# Of Employees**
		0
	TOTAL	0

INDIRECT SUPERVISION:	
The number of employees indirectly supervised:	**Total: 0**

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*	**Unusual or hazardous working conditions related to performance of duties:** Work frequently requires exposure to communicable disease, blood borne pathogens and other bodily fluids, and occasional exposure to fumes or airborne particles, toxic or caustic chemicals and vibration. Work may require the use of protective equipment or safety procedures. Some duties involve performing assignments outdoors in varied weather conditions.

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:

Position involves exerting up to 50 pounds of force frequently, and/or up to 75 pounds occasionally, and 25 pounds of force continuously to lift, carry, push, and pull or otherwise move objects in the performance of the job.

Position requires occasional bending, stooping, lifting and repetitive use of fingers, hands, and wrists in operating equipment. Position requires moderate use of the upper extremities and back muscles.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.