

## St. Helena Unified School District

## Position Description

Position: Custodian Services Team Leader I and II	Position Number:
Department/Site: School Site or Roving	FLSA: Non-exempt
Reports to/Evaluated by:	Salary Grade: I = 115 II = 116

### Summary

Leads and provides custodial services and light maintenance work at a school site, or for services to a cluster of schools. Ensures safe school environs, assigns custodians, cleans a designated area, and inspects work of peers for quality.

### Distinguishing Career Features

Custodial Services Team Leaders generally serve as the senior day custodian at a school site. The Custodial Team Leader I requires 3 years of experience as a Custodian in the District or five years total, and demonstrated skills and abilities in integrating custodial work with light maintenance, prioritizing work assignments, working independently, and communicating as part of a team with fellow Custodians. Advancement to Team Leader II, requires that incumbents must be assigned to a secondary school and demonstrate the ability to lead larger crews, or can lead teams at multiple sites and lead major cleaning such as carpeting, and stripping and refinishing of floors.

<u>Position</u>	<u>Assignment</u>	<u>Leadership Scope</u>	<u>Other Factors</u>
Team Leader II	Team leader for a high school, or multi-site and major cleaning/ refinishing leader.	Substantial coordinating for custodial crews. Organizes and assigns work.	Facilities that have special cleaning and appearance needs
Team Leader I	Team leader for a elementary school.	Organizes and sequences the work at one site involving a small crew.	

### Essential Duties and Responsibilities

- Organizes, prioritizes, and carries out the custodial services one or more school sites. Coordinates, assigns, performs a fair-share in work, and inspects the results of fellow Custodians. Provides communications to the staff on other work shifts or maintenance on matters needing attention.
- Performs Custodian duties and provides or coordinates orientation and training of Custodians in work methods, best and safe practices.
- Oversees and participates in major cleaning projects that include carpets, wood floors requiring stripping and refinishing, walls, and windows. Initiates orders for equipment and supplies in connection with projects.
- Reviews daily and weekly site schedules and rearranges routines for custodial services in minimize interruptions. Maintains records of work activity. Reviews custodians time cards for accuracy and processes to accounting.
- Reviews work order requests and organizes repairs to optimize use of staff and respond to highest priority needs. Follows up on major maintenance work requests. Ensures the

cleanliness, and proper appearance of facilities including sport areas and auditoriums.

- Confers with school administrators or Facilities supervision regarding custodial and maintenance needs of assigned building, grounds, and facilities.
- Unlocks and locks doors and gates. Inspects buildings and grounds for damage, security, and safety hazards.
- Initiates orders for, and receives, stores, and issues, custodial supplies, materials, and equipment.
- Oversees and participates in cleaning and setup of rooms, furniture, and equipment arrangement for school activities and special events.
- Oversees and sets up rooms and facilities for a variety of day and evening activities.
- Inspects custodial cleaning of facility interiors, exteriors, and nearby grounds by conducting walk-through reviews. Documents daily work activity such as attendance of Custodians, work performed, problems encountered, and supplies consumed.
- Initiates ordering of supplies and other purchased items. Receives, verifies, loads unloads, and stores inventory and supplies. May assemble furniture and other fixtures. Verifies shipments and processes documents for payment of invoices.
- Performs the duties of a Custodian as required to meet timelines and quality.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

The position requires working knowledge of methods, materials, tools and equipment utilized in custodial and general maintenance. Requires skill in using the full range of equipment used in custodial work. Requires basic understanding of the operating characteristics of heating and air conditioning equipment sufficient to replace filters and similar accessories. Requires a working knowledge of work hazards and safety practices. Requires knowledge of leadership practices. Requires sufficient English language writing skill to document work activity. Requires sufficient human relations skill to influence the productivity of a small team and work cooperatively with site personnel and the public.

- **Abilities**

Requires the ability to perform all of the essential duties of the position on a journey level. Requires the ability to schedule, assign and perform quality reviews of the work of Custodians. Requires the ability to demonstrate custodial equipment and methods to Custodians. Requires the ability to plan, prioritize, and assign work in order to meet schedules and timelines. Must be able to write and maintain routine records, reports and correspondence. Requires the ability to work varying schedules.

- **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions

and product labels, and to observe environmental conditions. Requires sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waist and floor levels, max. 75 lbs.), carry (max. 75 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time.

- **Education and Experience**

The position typically requires completion of high school and five years of experience as a Custodian performing general maintenance.

- **Licenses and Certificates**

Requires a valid Driver's License and a First Aid Card.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and blood born pathogens.