Job Description
Liberty Public School District

Custodian Night Lead - High School

Purpose Statement
The job of Custodian Night Lead - High School is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Custodian Supervisor - High School

Essential Functions
- Arranges furniture and equipment for the purpose of providing adequate preparations for special events.
- Assists with snow removal operations (e.g. stairs, side walks, entry ways, etc.) or other unplanned requirements which could occur outside normal working hours for the purpose of ensuring access and safety.
- Cleans space following games, performances, and other special events (e.g. stadium, field, theater, gym, etc.) for the purpose of maintaining a sanitary, clean and attractive environment.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, cafeteria, hallways, staircases, multipurpose rooms, grounds, restrooms, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs minor maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, ceiling tiles, installing lights, empty pencil sharpeners, restock toilet paper and towel dispensers, etc.) for the purpose of ensuring proper functioning and usability of items.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or referring to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supervises evening facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records; and operating computers and pertinent software (MS Work & Excel).

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; project management; ability to lift 50 lbs.; ability to climb ladders to 8’; and meeting deadlines and schedules.

Responsibility
Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, 20% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Equivalency: 

Required Testing
- Essential Function Test
- Physical Exam

Certificates and Licenses
- None Specified

Continuing Educ. / Training
- Asbestos maintenance and operations training within 30 days of hire
- Blood born pathogen safety training

Clearances
- Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade
- Exempt 7/1/2022 See Classified Salary Schedule

Custodian Night Lead - High School
The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.