

Job Description			
<b>Position:</b>	Lead Custodian	<b>Date Created:</b>	2/26/2025
<b>Department:</b>	Custodial/Maintenance	<b>Job Type:</b>	Full-time, 12-month
<b>Reports To:</b>	Coordinator of Operations, Facilities, Safety and Security	<b>FLSA Category:</b>	Non-exempt
<b>Placement Schedule:</b> Custodial			

**POSITION SUMMARY:**

The Lead Custodian is responsible for the planning and scheduling of work assignments and provides direction and supervision to other campus custodians as well as keeps an assigned group of rooms and/or facilities clean and orderly. The duties of the Custodian I/II are completed under general supervision and may vary throughout each shift.

**KEY RESPONSIBILITIES:**

- Oversees the custodial maintenance of the schools/sites and provides direction to other custodians.
- Inspects facilities and grounds and contacts appropriate staff/leaders if fire, safety, or other related problems occur.
- Assists in ordering and maintaining custodial and floor care materials and supplies as assigned.
- Maintains a variety of records as required, such as inventory distribution and cleaning inspections.
- Maintains MSDS files on all cleaning-related chemicals used within the school.
- Sweeps, scrubs, mops, strips, and waxes floors throughout each building.
- Operates different types of equipment including, but not limited to scrubbers, buffers, vacuums, etc.
- Cleans, sanitizes, and restocks restrooms.
- Cleans classrooms, offices, lobbies, and other common areas (including high/low dusting of blinds, ledges, air vents, light fixtures, etc.) on routine basis.
- Empties trash and recycling bins throughout each building.
- Cleans dry erase boards as needed.
- Arranges furniture and equipment and assists with event setup as needed.
- Reports signs of damage, vandalism, or any unsafe condition to appropriate staff/leaders.
- Performs other duties as assigned.

**QUALIFICATIONS:**

- High School Diploma or GED (preferred).
- 3+ years prior experience in custodial work, preferably in a commercial environment.
- General knowledge of cleaning methods, materials, and equipment.
- Strong organizational and time management skills.
- Ability to multi-task when necessary.
- Effective oral and written communication skills.
- Excellent customer service skills.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

**PHYSICAL DEMANDS:**

- Varied activities including sitting, standing, walking, bending, lifting, crawling, climbing and reaching for extended periods of time.



## Lead Custodian

- Frequent need to lift, carry, push, or pull items weighing up to 50 pounds. Periodic need to exert up to 100 pounds of force and/or perform a two-person lift on objects over 50 pounds.

### WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

### TRAVEL REQUIREMENTS:

- Occasional travel between Haven Schools campuses may be required.

### SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_