

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Lead Custodian

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
A	1	3
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Principal	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for cleaning District buildings, assigning and monitoring work of custodians, and submitting maintenance work orders to the Facilities Department. Duties include: prioritizing and assigning work of custodians; cleaning chalkboards, chalkboard trays, bathrooms, sinks, counters, classrooms, offices, hallways, entryways and other surfaces; emptying trash containers; vacuuming, sweeping, mopping, and buffing floors; cleaning windows; locking buildings; cleaning carpets; changing light fixtures; moving furniture; setting up for events and meetings; filling soap and towel dispensers; and, stripping and waxing floors.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Lead Custodian is the second level in a two level custodial series. The Lead Custodian is distinguished from the Custodian in that the Lead assigns and monitors the work of other custodians.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY	BAND/ GRADE
1.	Performs a variety of custodial duties to include cleaning classrooms, offices, lounges, workrooms, restrooms, locker rooms, entryways, and hallways; emptying trash; sweeping floors; dusting computers and televisions; mopping, buffing, sweeping, and vacuuming floors; cleaning chalkboard trays, windows, sinks, counters, toilets, and mirrors; replenishing toilet paper, towels, and soap; changing light bulbs; washing walls, windows, doors, and handles; and, cleaning carpet.	Daily	A1
2.	Prioritizes and assigns work. Monitors work of custodians.	Daily	B2
3.	Secures buildings, locks classrooms, and sets alarm.	Daily	A1

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4.	Collects trash from classrooms and offices and takes out for disposal.	Daily	A1
5.	Sets up and takes down equipment for special events.	Weekly	A1
6.	Checks and orders supplies; restocks supplies and chemicals.	Weekly	A1
7.	Moves furniture and equipment for cleaning and special events.	Weekly	A1
8.	Performs restoration cleaning by stripping, waxing, and buffing floors; cleans and extracts carpets.	Annually	A1
9.	Performs other duties of a similar nature or level.	As Required	N/B

**Knowledge** (position requirements at entry):

Knowledge of:

- Basic cleaning techniques;
- Chemicals and chemical mixtures;
- Safety and security procedures;
- Basic mathematics.

**Skills** (position requirements at entry):

Skill in:

- Cleaning offices, restrooms, hallways, and other facilities;
- Proper handling of chemicals;
- Using custodial equipment such as vacuums and buffers;
- Setting up classrooms, gyms, and other areas for special events;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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**Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and one year of cleaning experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

None required.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts and chemicals.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

**Classification History:**

Date: 9/2004