Job Description

Title: Custodian Lead   Salary Band: A13
CBA Position: KCSS   Band Range: $32,269-$42,104
Department: Campus Operations   FY19 Budget:
Reporting Manager: Custodial Manager   Account Number:
Direct Reports: No   ICCB Class:
FLSA: Non-Exempt   KC Status (Class): Support Staff
Expected Hours of Work: 40   POSD:

Job Summary:
Assist with the coordination of custodial staff; assist with training of new custodial employees; maintain proper inventory; assist with custodial duties to ensure a clean and safe work environment

Supervisorial Responsibilities: No

Minimum Qualifications/Basic Job Requirements:
> High school diploma or equivalent
> 2 or more   al services

Illustrative Examples of Essential Functions:
> Working with the Custodial Manager; lead and coordinate custodial staff with daily work assignments, training and ensuring a safe and clean working environment.
> Maintain and provide that all materials and equipment are in proper working order; as well as ensure inventory of cleaning supplies and stock.
> Cleans and sanitizes restrooms and water fountains; replaces paper and soap supplies; removes trash.
> Dusts surfaces in classrooms, offices; hallways, foyers, locker rooms, kitchen and cafeteria; cleans areas around desktops and walls.
> Dry and wet mops floors; vacuums.
> Spot cleans interior windows, glass and mirrors.
> Empties recycle bins; cleans as needed.
> Strips and refinishes floors.
> Cleans chalkboards and whiteboards, trays and erasers.
> Verifies exterior doors locked.
> Sets up tables 92 r Tf1 01 0 0 1EMC 3592 r Tf1 01 0 0 1EMC 3592 r Tf1 01 0 0 1EMC 3592 r Tf1 01 0 0

(Core Competencies) Knowledge, Skills, and Abilities:
Understand and perform minor preventative maintenance actions.
Understanding of basic cleaning equipment and processes.