

MERIDIAN SCHOOL DISTRICT

JOB DESCRIPTION

CUSTODIAN (LEAD)

JOB SUMMARY

The responsibilities of this position are to lead and maintain the cleanliness, sanitation, and safety of an assigned school district facility; provide maintenance work as necessary; prepare the facility for school, sporting, and public events as needed; ensure the assigned facility is secure and in compliance with health and fire codes; respond to emergency situations. See District Maintenance Manual for specific duties by assignment.

Employees may be transferred or reassigned to other Custodian (Lead) positions or locations, depending upon the needs of the district. This position is represented by the Public School Employees (PSE) of Meridian School District and is in the Custodial classification.

MINIMUM QUALIFICATIONS

Education and Experience

High school graduation or equivalent and experience with cleaning equipment and techniques; appropriate licenses/training (such as pesticide or hazardous materials) as required by law/depending on assignment.

Licenses and Special Requirements

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; depending on assignment, valid Washington State driver's license, district Type 2 drivers certificate, CPR & first aid cards may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prioritize and perform regular maintenance duties depending on assignment as outlined in the District Maintenance Manual to include the following:

1. Provide direction, feedback, communication, and guidance that will enable custodians to perform their job requirements as directed by Maintenance Supervisor and Principal. Direct campus custodians in the absence of the Maintenance Supervisor. Monitor and forward time and leave sheets to the Maintenance Supervisor. Advise custodians and building principal on matters relating to mechanical equipment and/or Building maintenance.
2. Order, distribute, and inventory supplies and materials. Track events on campus and arrange for staff coverage. Assist in selection, and training of custodial employees on your campus.
3. Clean assigned district facility to provide a sanitary and safe environment for student learning and support functions; vacuum, dust, mop, clean windows and walls, sweep, clean bathrooms and showers, pick up and empty trash/recycling, may change lights/ballast, fill soap and paper products containers, remove graffiti and provide a wide variety of cleaning and custodial services and help develop and adhere to a regular cleaning schedule: deep cleaning of high-traffic and high-occupancy areas as necessary.
4. Inspect, troubleshoot, and perform repair and preventative maintenance functions as necessary for the facility, roof membranes, grounds, bleachers, lockers, hardware, lighting, playground/sports equipment; perform regular maintenance and vandalism repairs as necessary, including interior/exterior painting and boiler operations depending on assignment; document repairs/maintenance as necessary.
5. Secure and/or lock building doors for security according to established procedures; inspect premises.
6. Set up and take down a wide variety of equipment and furniture for events, assemblies, food service, public use of school facilities and other functions; move a variety of equipment and furniture as needed to meet the needs of students, staff and the public; assist teachers, students and administrators in locating needed equipment and providing regular and emergency cleaning.
7. Maintain building safety and security by checking locks and alarms; note and report needed repairs and other safety or security risks.
8. May assist in the performance of major summer cleaning of facility, including floor finishes, furniture, equipment and repairs to prepare buildings for the start of the student school year; some positions may perform interior painting.
9. Perform major cleaning during spring and winter breaks as noted above.
10. Provide supervision to student helpers as assigned: trains, monitors, motivates, coaches and corrects students in custodial tasks.

11. Perform minor non-technical maintenance duties such as painting, carpentry, plumbing, and other minor needs.
12. Operate and provide preventative maintenance for heating and ventilating equipment, including replacing filters and cleaning and adjustments as appropriate.
13. Assist with maintenance of grounds as assigned, by sweeping/blowing walkways, removing litter, clearing ice or snow, and related maintenance of an attractive school facility; may perform landscaping and weeding of grounds.
14. Comply with all health and fire codes/laws, codes, and procedures for maintaining fire extinguishers, storage of supplies and disposal of garbage.
15. Observe all district safety policies and procedures and equipment maintenance and operation guidelines for district employee, student, and public safety; wear protective gear as necessary (ear/eye protection, aprons, gloves, etc.)
16. Complete and maintain paperwork, logs, and records as necessary.
17. Maintain effective communication with administration, students, parents, staff, sales representatives, and the public for safety, security and public relations.
18. Read and understand operations and maintenance manuals; attend appropriate training as required.
19. Serve as member of the maintenance team of the District: perform related duties consistent with the scope and intent of the position.
20. Keep custodial and receiving rooms in designated work areas clean and in order.
21. Other custodial duties as assigned by Maintenance Supervisor and/or Principal.

CONDITIONS

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary.

MENTAL DEMANDS

Requires knowledge of routine repairs and maintenance, including some painting, electrical, carpentry, plumbing and other general maintenance; requires ability to learn the operation of a variety of cleaning equipment and tools; requires performing intermediate-level reading, writing, arithmetic, and logic processing skills; requires ability to follow verbal and written instructions; requires good vision to read labels and to operate, repair, and maintain equipment and facilities; knowledge and understanding of product and equipment application/operation and safety, health and safety codes, standards, and procedures; knowledge and understanding cleaning methodology and practices; requires good depth perception, balance, hearing, and hand/eye coordination; work at times is fast paced, routine, and repetitive, requiring concentration and attention to task and ability to make independent decisions; requires day-to-day communication, rapport-building; negotiation and conflict resolution, and customer service skills to work with a wide range of student, staff and public behaviors; frequently will experience interruptions; required to shift focus to respond to student, staff and public needs; requires cooperation and ability to work as a team member.

PHYSICAL DEMANDS

Must be capable of standing and walking for prolonged periods without restrictions; must be able to reach, grasp, handle and grip without difficulty on a continuous basis; must be able to stoop and bend or squat on a frequent basis ranging from slight forward bending to floor level; must be able to lift and carry objects ranging from reaching and lifting from floor level to above the shoulder on a constant to frequent basis weighing 0-50 pounds; must be able to push and pull occasionally depending on work assignment; frequently required to move heavy objects such as furniture or equipment, assistance may be requested; occasionally climb electric or hand ladders or work on scaffolding and/or scissors-platform lift at elevations up to 40 feet above ground level; occasionally work on roofs of single and two-story buildings; occasionally required to work in confined spaces; required to operate power equipment such as buffers and scrubbers; requires use of trade tools at a semi-skilled level; exposure to paints, adhesives, cleaning and stripping chemicals, depending on assignment exposure to lawn care products; required to wear protective gear such as gloves, masks, ear/eye protection as necessary; exposure to moving equipment and machinery (including flying debris), vibration and jarring; and noise from power equipment and in areas where children are present; exposure to changes in temperature and climatic conditions, wet-humid conditions, dust, cold/hot; requires work outdoors in any kind of weather; may be exposed to diseases carried by students may be required to restrain out-of-control students.

The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) David Forsythe, Assistant Superintendent, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.

The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.