

**MSAD #28  
JOB DESCRIPTION**

**CUSTODIAN SHIFT LEADER**

**QUALIFICATIONS:**

1. High School Diploma or Equivalent
2. Demonstrated aptitude or competence for assigned responsibilities

**DESIRED QUALIFICATIONS:**

1. Previous experience in a supervisory capacity
2. Knowledge of OSHA safety requirements

**REPORTS TO:** Transportation Director

**SUPERVISES:** Custodial staff during assigned shift

**JOB GOAL:** To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn and develop

**PERFORMANCE RESPONSIBILITIES:**

1. Oversees the cleaning, maintenance and repair requirements of the District during assigned shift.
2. Monitors employee schedule and hours worked.
3. Responsible for security of the facility during assigned shift.
4. Responsible for monitoring event calendar and assuring timely setup and breakdown.
5. Provides input to the Operations and Maintenance Director for employee evaluations.
6. Documents employee performance or conduct issues on assigned shift.
7. Communicates special needs and tasks needing completion to the next shift.
8. All performance responsibilities as described in the Custodian Job Description.
9. Works cooperatively, respectfully, and in a supportive manner with all co-workers and other staff.
10. Works cooperatively and demonstrates good communication skills with administrative and supervisory personnel and responds appropriately to directions and requests.
11. Performs such other duties and responsibilities as may be assigned by the Operations and Maintenance Director and/or Building Administrator.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of employees, students, and personnel written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the district.

4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information, and to follow verbal or demonstrated instruction.
2. Physical ability to perform all necessary upper and lower body movement.
3. Ability to talk, hear, see and speak.
4. Ability to do reaching, eye-hand coordination, stooping, mopping (repetitive motion), vacuuming, climbing ladders and lifting of 50 pounds on a regular basis, occasionally more.
5. Ability to use different chemicals (cleaning, stripping wax, floor finish, paints and solvents).
6. Ability to communicate using school provided computer and email account.
7. Demonstrate the ability to communicate effectively.

**TERMS OF EMPLOYMENT:** As specified in contract

**EVALUATION:** Performance of this job will be evaluated in accordance with this document and the Operations and Maintenance Director

**History:**

Approved: March 20, 2013

Updated: September 30, 2019