

# CHANDLER UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASSIFICATION:** CUSTODIAL/MAINTENANCE/SUPPLY  
**TITLE:** LEAD CUSTODIAN (JUNIOR HIGH SCHOOL)  
**CALENDAR:** [LEAD CUSTODIAN \(JUNIOR HIGH SCHOOL\)](#)  
**SALARY:** [GRADE 10](#)

**Effective July 1, 2006, a post-offer physical and drug screening test is required for this position**

**Job Goal** Maintain a clean and attractive physical plant.

### **Minimum Qualifications:**

- High School diploma or equivalent
- Ability to read and write English as it pertains to job functions
- Progressively responsible custodial experience
- Satisfactory criminal background check
- Vision and hearing adequate to exercise job responsibilities in a safe manner

### **Core Job Functions:**

- Coordinate all duties relating to cleaning the school plant
- Direct and monitor work of custodians and providing training on an on-going basis
- Order custodial supplies
- Provide input to principal for custodian evaluations
- Clean classrooms, cafeterias, hallways, rest rooms, offices, special area rooms, locker rooms, sidewalks
- Sweep, dust, vacuum, scrub, wax and polish floors
- Wash windows, walls, woodwork and equipment
- Empty trash receptacles
- Perform minor repairs
- Move furniture and equipment based upon the needs of the facility
- Replace light bulbs and performing minor maintenance
- Be flexible and perform other duties relating to general job function as assigned by supervisor
- Monitor and maintain readiness of all building security, safety systems, equipment and fire extinguishers
- Follow up on sanitation report deviations
- Report safety/security hazards and needs for major repairs in an expeditious manner
- Open and securing building/facility
- Handle emergency custodial duties for principals, teachers and staff
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

### **Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district

- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

### **Physical Requirements – Heavy Work**

- Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job.
- Employee must be able to stand and walk constantly on various floor surfaces while performing various duties, including but not limited to using push/pull force of up to 50 pounds for various machines.
- Employee must stand constantly and walk frequently lifting items of various sizes, up to 30 pounds. Items over 50 pounds require a second staff member to lift.
- Employee may rarely be required to climb ladders to perform various cleaning or maintenance tasks.
- Employees may be subject to travel, fumes, odors, chemicals, bloodborne pathogens, workspace restrictions, and loud noises.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.