RIPON AREA SCHOOL DISTRICT
Job Description

Department: Facilities & Grounds

Job Title: Lead Night Custodian Middle/High School

Qualifications: Professional attitude, dependable, reliable, and excellent work ethic

Experience: Previous custodial experience is preferred but not required. Strong
                     leadership skills. Possesses and/or demonstrates above-average
                     communication and problem-solving skills

Reports to: Director of Facilities and Grounds

Job Goals: The person occupying this position must be capable of successfully
                     performing the essential duties and responsibilities of the position to
                     create a safe and healthy work environment for staff and a learning
                     environment for students.

Essential Job Functions/Responsibilities:
1. Communicates, addresses, and/or delegates facility requests for setup/teardown along with building questions/concerns
2. Assists with planning, prioritizing, and scheduling of work to be performed by custodians
3. Supervises the workload of four night custodians
4. Trains new team members on cleaning procedures and responsibilities
5. Maintains accurate equipment and maintenance records, including testing of equipment
6. Reports maintenance requests to the director of Facilities and Grounds
7. Keeps buildings clean, in an orderly condition, and in good state of repair
8. Vacuums, sweeps, mops, and scrubs corridors, stairways, and restrooms according to approved practices
9. Removes litter and recycling from rooms daily
10. Makes minor furniture and equipment repairs
11. Replaces burned out electric lamps in rooms and corridors
12. Removes snow from sidewalks and entrances
13. Assists in lawn and grounds maintenance
14. Assists principal and teachers with various details pertinent to the welfare of the school and the children
15. Demonstrates professionalism and confidentiality at all times
16. Creates and sustains positive and effective interpersonal relationships in the workplace
17. Communicates a warm, caring, and respectful atmosphere to visitors, staff, and community members that focuses on quality customer service.
18. Performs other duties as assigned.
19. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
20. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

Terms of Employment: 12-month, full-time position.

Evaluation: Performance shall be evaluated annually in accordance with provisions of the Board of Education policy.

____ I certify that I have read and understand the attached Physical Demand Addendum for evening custodian as demonstrated by my signature on the addendum.

I read and understand this job description and can fulfill the essential functions listed.

_____   _____
Signature   Date

_____
Print Name

PHYSICAL DEMAND ADDENDUM

Lead Night Custodian

PHYSICAL DEMANDS
Walking………………………………………………………………………….Frequently
Sitting/Standing…………………………………………………...............Frequently
Climbing…………………………………………………….…………..Occasionally
Crawling/Kneeling……………………………………………...............Occasionally
Bending/Stooping/Crouching………………………………………………….Frequently
Twisting/Turning……………………………………………...............Frequently
Repetitive Movement…………………………………………………..Occasionally
Reaching……………………………………….Occasionally at/above shoulder height
Reaching……………………………………………Frequently below shoulder height
Pulling/Pushing………………………………………..Occasionally 50 pounds or more
Pulling/Pushing……………………………………….Frequently 20 pounds or more
Lifting…………………………………………………..Frequently 20 pounds or more
Lifting………………………………………………..Occasionally 50 pounds or more
Carrying……………………………………………..Frequently 20 pounds or more
Carrying……………………………………………..Occasionally 50 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment.

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

_____   _____
Signature   Date

Approved by Board of Education 00/00/00