



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**  
Night Lead Custodian

**Department:**  
Custodial

**Immediate Supervisor:**  
Head Custodian

**Grade Placement:**  
10

**FLSA Status:**  
Non-Exempt

### **Job Summary:**

Under the direction of the Head Custodian, the Night Lead Custodian performs environmental service tasks, cleaning and maintenance of school buildings, minor mechanical repairs, and support services for day and evening school activities. The Night Lead Custodian assists in providing a safe, comfortable and clean learning environment for students, staff, and faculty.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Cleans and maintains all assigned workspaces
2. Assists internal and external groups using facilities. Prepares the gymnasium, classrooms or other areas for athletics, activities and meetings when necessary.
3. Performs rounds to ensure building security.
4. Assists with seasonal grounds work as directed.
5. Performs repair to furniture, equipment and all building systems as directed.
6. Attends meetings, workshops and training sessions as directed by supervisor.
7. Monitors facilities for maintenance needs and emergency situations and reports to the Head Custodian.
8. Performs other related duties as assigned.

*If the Night Lead Custodian is assigned responsibilities for the Annandale High School Auditorium, they will work with school and nonschool groups to set-up, operate and supervise events and productions. The person is responsible for equipment and facility usage. The following are included in the job description and account for 15% in frequency at the high school, in place of supervising and performing cleaning, scrubbing, waxing, vacuuming and sweeping floors, hallways, walls and restrooms.*

#### **High School Auditorium**

9. Set up, adjust and operate (1) all sound equipment in the auditorium and have capability of assisting or operating sound equipment in the Gym and Cafeteria (2) lighting system - moving and focusing of light fixtures

and the ability to write and record custom programming for productions, and (3) video and video projection system in the auditorium.

10. Keep track of and maintain records on equipment and replace and maintain lighting supplies.
11. Coordinate the set up and tear down of stage acoustical equipment.
12. Operate and supervise all staging.
13. Clean auditorium, and when there are no productions in the auditorium, general custodial duties and duties related to set up, tear down, and care and maintenance of auditorium equipment

## **EDUCATION AND KNOWLEDGE REQUIREMENTS**

### **Education Training and Experience Requirements:**

- High School Diploma or equivalent.

### **License/Certification Requirements:**

- Class 2C Boiler License preferred.

### **Knowledge required to perform the essential functions of the job:**

- Knowledge of cleaning techniques and materials.
- Knowledge of floor and carpet care.
- Knowledge of proper application, use, storage and clean up of chemicals.
- Knowledge in use and maintenance of all operating equipment.
- Knowledge of all safety precautions applicable to trade.

## **WORK SKILLS AND CHARACTERISTICS**

### **Skills required to perform the essential functions of the job:**

- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Ability to interact and communicate appropriately with students, staff and the general public.
- Ability to work independently with minimal supervision.
- Skilled in following assigned custodial schedules and assignments in accordance with department standards and requirements.
- Ability to use tools and cleaning equipment applicable to trade.
- Ability to read, understand and follow safety procedures.

- Skilled in performing light maintenance and repair work.
- Skilled in observation of necessary repair or maintenance of facilities and equipment.

### **PHYSICAL REQUIREMENTS**

**Physical requirements associated with the position can be best summarized as follows:**

Heavy Work: Exerting up to 100 pounds of force occasionally, up to 25 pounds of force frequently, and up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects.