

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Lead Custodian

**Wage/Hour Status:** Nonexempt

**Reports to:** Custodial Foreman

**Auxiliary Pay Grade:** 3 (260 Days)

**Dept./School:** Assigned Campus

**Date Revised:** 09/03/2021

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**Primary Purpose:**

Supervise the campus custodial operations. Establish and follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

**Qualifications:**

**Education/Certification:**

None specified

**Special Knowledge/Skills:**

Ability to read and understand instructions for cleaning, maintenance, and safety procedures  
Knowledge of minor repair techniques and building and grounds maintenance  
Ability to operate cleaning equipment and lift heavy equipment  
Ability to properly handle cleaning supplies

**Experience:**

Two years experience in custodial services

**Major Responsibilities and Duties:**

**Custodial Management**

1. Direct and monitor the work of custodians at assigned campus.
2. Help screen, select, and train custodians.
3. Direct and assist in setting up facilities for special events.

**Cleaning**

4. Implement and maintain established cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
5. Perform cleaning duties as assigned that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
6. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat, clean and free of trash.

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7. Comply with local laws and procedures for storage and disposal of trash.
8. Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.
9. Care for landscaping and vegetation by watering and controlling weeds.

**Maintenance and Repair**

10. Assist with lunchroom set up, including arranging tables and chairs.
11. Report repair needs to principal.
12. Move furniture or equipment within building as directed by principal.

**Safety**

13. Assume responsibility for opening and closing building each school day.
14. Oversee procedures for locking, checking, and safeguarding facilities.
15. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
16. Inspect machines and equipment for safety and efficiency.
17. Operate tools and equipment according to established safety procedures.
18. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
19. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
20. Follow district safety protocols and emergency procedures.

**Other**

21. Has regular in person attendance and complies with notification procedures for absences.
22. Perform other duties as assigned.

**Supervisory Responsibilities:**

Monitor and direct the work of custodians.

**Equipment Used:**

Buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, lawn mower, edger, and weed eater.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Strenuous walking, standing, climbing, and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by: \_\_\_\_\_

Date: \_\_\_\_\_