

Job Description

Job Title: Lead Custodian I

Supervisor: Senior Custodian

Job Classification: Non-Exempt

Pay Grade: 15

Contract Length: 245 Days

Job Summary

Position is responsible for participating in and supervising routine cleaning of all areas of the building and policing of grounds.

Essential Duties

1. Assists in the instruction, training, directing, and working with members of the custodial staff at an assigned location to perform the following duties: clean, sweep, mop, scrub, strip, polish floors, and other tasks related to custodial services.
2. Oversees custodial work, maintaining a high standard of safety, cleanliness, and efficiency.
3. Monitors and reports attendance and timekeeping records of all custodial employees in the school.
4. Performs minor maintenance and replaces lights, tubes, ceiling tile, switch and outlet plates, and pencil sharpeners.
5. Uses a power lift to perform some tasks up to 40 ft.
6. Must get along well with others and deal effectively with staff, students, visitors, and administrators.
7. Locks and unlocks doors.
8. Checks the security of the building and grounds.
9. Activates and deactivates the alarm system.
10. Sweeps, wet mop, dry mop, scrub, and burnish floors
11. Waxes floors and operates buffing machines.
12. Vacuums and cares for carpeting.
13. Washes windows and furniture.
14. Cleans restrooms using appropriate equipment and supplies
15. Mop, scrub, buff, and burnish the cafeteria floor.
16. Moves furniture, folds and unfolds chairs as required.
17. Picks up paper and debris from school grounds.
18. Checks heating and air conditioning for proper operation.
19. Contacts Plant Services for after-hour emergencies.
20. Raises and lowers flags.
21. Delivers packages and messages.
22. Works with vendors, customer departments, and custodians to resolve simple building issues and fulfill work order requests.
23. Make minor repairs to equipment and furniture as needed.
24. Load and unload delivery trucks.
25. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Senior Custodian, Area Supervisor, Supervisor of Custodial Services/Principal or other appropriate administrator.
2. Shovels snow from sidewalks during inclement weather.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, and or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Completion of a standard high school or GED. Trade school course or equivalent combination of experience and training required. Must have thorough knowledge of proper procedures for cleaning and maintaining resilient tile floors, carpeted floors, and terrazzo floors. Considerable experience as a custodian in a school preferred. Ability to read and write in English and follow written and oral instructions. Must be able to do basic math associated with chemical mixing, square footage of surfaces to be cleaned and labor related calculations. Must be able to read, understand, and follow directions, including the custodial standard operating procedures, and labels on cleaning supplies. Must be able to use an electronic timekeeping system, and follow other administrative procedures, policies, and reports. Must have an excellent attendance record and demonstrated ability to exercise good judgment. Must be computer literate.

Working Conditions and Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 50 pounds; to bend, to stoop, to walk and to reach overhead. Must be able to carry, place and climb ladders of varying heights.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Custodial staff at assigned location

Supervision Received: Senior Custodian or other appropriate Administrator or Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Lead Custodian I will be required to follow any other instructions and to perform any other related duties as assigned by Senior Custodian & Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

Revised 5/2025 LS
Updated 03/2026 LS