

Killeen Independent School District

Job Description

Job Title: High School Cleaning Crew Lead
Department: Cleaning Services
Reports To: Zone Foreman
FLSA Status: Non-exempt

SUMMARY Supervises and coordinates activities of cleaning crews engaged in cleaning and maintaining premises of building operations and grounds. Enforces high standards of safety, cleanliness, and efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assigns tasks to cleaning crewmembers and inspects completed work for conformance to standards.

Maintains a program of preventive maintenance to ensure the comfort, health, and safety of students and staff

Establishes procedures for locking, checking, and safeguarding facilities.

Regulates heat, ventilation, and air-conditioning systems to provide appropriate temperatures and to ensure economical usage of fuel, water, and electricity.

Checks daily to ensure that all exit doors are open, and all panic bolts are working properly during the hours of building occupancy.

Develops and maintains a cleaning schedule that will include the cleaning of floors, whiteboards, wastebaskets, windows, furniture, equipment, and rest rooms.

Keeps the buildings and grounds, including sidewalks, driveways, and parking lots, neat and clean.

Observes and informs supervisor of safety hazards.

Complies with local laws and procedures for the storage and disposal of trash.

Reports minor and major facilities repairs needed to the campus administration.

Inspects machines and equipment for safety efficiency.

Maintains and inventories cleaning supplies and equipment and orders additional supplies, as needed.

Moves furniture or equipment within the buildings as directed by the supervisor.

Follows all safety codes and standards.

Issues supplies and equipment.

Submits required administrative reports in a timely and accurate manner

Responds to emergency situations outside normal duty hours, as required,

Submits requests for repair of cleaning equipment.

Requisitions or purchases cleaning supplies and equipment.

Performs duties of workers supervised.

Performs such other tasks as may be assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES Directly supervises two or more custodians. Carries out supervisory responsibilities in accordance with KISD policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS 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, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE High school diploma or General Education Degree (GED), and one-year related experience or training, or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read and interpret documents in English such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence in English. Ability to speak effectively before groups of employees of the organization in English.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES Ability to operate buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, lawn mower, edger, weed eater, and use cleaning supplies. Have knowledge of basic techniques of minor repairs and building and grounds maintenance. Be able to lift heavy equipment.

PHYSICAL DEMANDS 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.

While performing the duties of this job, the employee is regularly required to stand, see, and walk. The employee regularly is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. The employee may work on ladders and work alone. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is frequently exposed to wet/humid conditions, hot/cold temperatures, toxic or caustic chemicals, dust, and risk of electrical shock. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: John Paradice, Coordinator for Auxiliary Personnel

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Reviewed/Revised By: Sherri Worley, Coordinator for Auxiliary Personnel

Reviewed/Revised Date: April 22, 2011

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