

Chanute Public Schools has an immediate opening for a Lead/Head Custodian at Chanute High School. This is a supervisory role and leadership skills are necessary. Applicant must be able to multi-task in an ever-changing environment. Light working knowledge of plumbing and electric are a plus.

**Please go to:** <https://chanute.tedk12.com/hire/index.aspx>

Click on the "Apply" button next to the position you want to apply for.

If this is your first time applying for a position at USD 413, Chanute Public Schools, you will need to register. Under "I am a new applicant" you will see a button "Create New Account and Apply", click on this button to create your an account.

Once you have registered you are in the system. When the time comes that you would like to apply for a different position, all you have to do is login and you are good to go. Once logged in you also have the ability to make changes your application if you would like to.

LEAD HIGH SCHOOL CUSTODIAN  
JOB DESCRIPTION

PURPOSE: The Lead Custodian provides a safe, attractive comfortable, and clean environment to ensure full and productive use of district facilities. The Lead Custodian is responsible for insuring effective job performance of all building custodial staff. To accomplish these tasks, the Lead Custodian must work closely with the staff and administration of U.S.D. No. 413.

RESPONSIBLE TO: Building Principal

PAYMENT RATE: Set by Board of Education

QUALIFICATIONS: 1. High school diploma or equivalent.  
2. Health and inoculation certificate on file in the Central Office (after employment offer is made).  
3. Ability to understand chemical hazards.  
4. Ability to work independently without supervision.  
5. Desire to continue career improvement.  
6. Ability to supervise and evaluate staff.  
7. Ability to work flexible hours as required.

ESSENTIAL FUNCTIONS:

1. Provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities.
2. Ensure that all activities conform to district guidelines.
3. Communicate effectively with members of the school district and community.

4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all equipment and machinery as required.
6. Supervise and evaluate all building custodial staff.
7. Support the value of an education.
8. Support the philosophy and mission of U.S.D. #413.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Requires stooping, kneeling, crawling, bending, turning, and reaching.
3. Requires climbing and balancing.
4. Must work indoors and outdoors year-round.
5. Must work in noisy and crowded environments.
6. Must work in and around dust, fumes, and odors.

GENERAL RESPONSIBILITIES (As Directed):

1. Direct, coordinate, and supervise Chanute High School and Chanute Community Sports Complex housekeeping services to ensure that the facility is kept in excellent condition.
2. Request district maintenance services as needed to ensure that the facility is kept in excellent condition.
3. Conduct detailed inspections of high school building and grounds including Chanute Community Sports Complex, and establish cleaning, maintenance, and repair schedules for these facilities.
4. Plan and oversee all custodian schedules for Chanute High School. This scheduling includes but is not limited to regular custodial schedules, custodian coverage at all CHS activities as needed, and arrangement for substitute custodians as needed.
5. Maintain a high standard of safety, cleanliness, and efficiency in all building projects and regular custodial services.

6. Request through district central supply suitable supplies, tools, and equipment for building and grounds custodial services.
7. Responsible for the selection, assignment, scheduling, training, and evaluation of CHS custodial employees. (The Lead Custodian will consult the building principal (designee) in this decision-making process.)
8. Monitor the time records of CHS custodial staff and certify salary payments.
9. Keep building and premises (including sidewalks, driveways, parking lots, and grounds) neat and clean at all times.
10. Clean classroom and office floors daily. Dump pencil sharpeners. Dump trash and replace bags. Dust furniture. Line up desks. Clean markerboards, erasers, and trays. Clean classroom sinks. Clean and sanitize student desk tops.
11. Clean corridors each day. Dust locker tops, wash and repair as needed. Clean drinking fountains daily.
12. Mop restroom floors and clean all sanitary fixtures daily. Clean mirrors. Fill soap, towel, and toilet paper dispensers.
13. Sweep bleachers, stage and stairs. Clean behind bleachers. Mop as needed.
14. Throughout the building, replace light bulbs as needed. Remove gum, tape, and marks from floor and walls. Dust walls as needed. Clean air return and vent louvers as needed. Dust window ledges. Buff and re-coat floor as needed. Wash windows inside and outside at least twice each year, and more frequently if necessary.
15. Sweep, shovel, and sand walks as needed. Request district maintenance assistance with snow removal as needed.
16. Monitor building heat and air systems to insure maximum efficiency.
17. Arrange for the opening and closing of CHS each school day and Chanute Community Sports Complex as needed.
18. Raise the United States and Kansas flags before school commences and take down the same after closing (unless lighted).
19. Check emergency lights and fire extinguishers, fill in date and initial the tag.
20. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.

21. Ensure that all doors and windows are secured and all lights are turned off (except as necessary for safety reasons) at the close of school each day.
22. Immediately report unauthorized persons to the Principal.
23. Immediately report damaged school property to the Principal.
24. Move furniture or equipment within buildings as required.
25. Maintain mechanical equipment as directed.
26. Request building repairs as needed to the Director of Buildings and Grounds.
27. See that district policies are observed at all times.
28. Keep abreast of new information, innovative ideas and techniques.
29. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
30. Evaluate all building custodians according to district evaluation schedule.
31. Other duties as assigned by building administration.