

Washoe County School District

Lead Custodian Daily Duties

Start of Work-First Two Hours

- Meet with Site Facility Coordinator for update on projects and Special Events.
- Check Service Assessment Log
- Clean assigned area
- Do Primary Cleaning
- Follow up on Crew.

15 Minute Break

Next Two Hours

- Follow up on Crew.
- Continue to complete Primary Cleaning.
- Start Vacuuming Process.
- Start Sanitation Process.
- Coordinate and set up for Special Events and projects.
- Coordinate and assist in teacher requests.

Half Hour Lunch

Next Two Hours

- Follow up on Crew.
- Complete workstation.
- Ready Cafeteria and/or Gym for any next day activities.
- Check in at Office to see if there are any messages that need to be taken care of.
- Do indoor repairs as required/needed. (I.E. Faucets, toilet seats, outlet covers).
- Do Preventative Maintenance checks on all equipment BI-weekly. (I.E. vacuums, extractors, scrubbers, coolers, refrigerators).
- Deliver supplies to teachers and respond to teacher requests.
- Stock and organize inventory when delivered.

15 Minute Break

Rest of Work Day

Check Custodial Carts/Caddies to ensure that they are stocked properly from the night custodian or substitute custodian.

Check Custodial Equipment and Supplies for next day.

Assist with maintaining and completing all Maintenance Logs Daily.

Assist with Work Orders.

Assist with inventories to ensure you have necessary supplies in stock.

Maintain your Daily Service Record Sheets

Complete Substitute Custodian Evaluations.

Document and evaluate staff performance daily, and concerns weekly or as needed.

Assist in maintaining and updating SDS Sheets/Labels and safety awareness documents monthly.

Follow up on Crew.

Walk building and ensure that all doors and windows are locked and secure.

Ensure that building alarm is properly set and ready just before departure from site.