

## **Middle / High School**

**Night Lead Custodian** – Supervise night custodial employees assigned to the building as coordinated by the Lead Custodian III, Principal, and Supervisor of Custodial Services.

### **Hours - Monday thru Friday**

2:00 – 3:00 Sign In. General meeting with the Lead Custodian III.

3:00 – 3:30 Police grounds assigned to you.

3:30 – 6:00 Main Office Area, Guidance Office Area, Attendance Office, Clinic Teacher's Lounge and Library – vacuum, empty trash, clean windows, window sills, dust ( Monday ,Wednesday, and Friday ), sweep, and clean small restrooms and stock.

6:00 – 6:30 **DINNER**

6:30 – 10:00 Maintenance Floor Care - Assign floors to night shift and do floors also **MONDAY , TUESDAY , WEDNESDAY**. Light scrub, spray buff or restore and buff-out assigned classroom floors. If light scrub one per person and spray buff or restore and buff out then two floors per person. Clean carpets also.

**10:00 – 10:30 SECURE THE BUILDING WHICH INCLUDES ALL WINDOWS AND DOORS TURN ON ALL ALARMS.**

#### **NOTE:**

**MONDAY, WEDNESDAY AND FRIDAY DISINFECTANT THE WEIGHT ROOM AND LOCKERROOMS AT END OF NIGHT SHIFT. Sign out the time you leave.**

### **THURSDAY – HALL NIGHT RESTORE AND BUFF OUT**

### **FRIDAY – CAFETERIA SCRUB FLOOR, BUFF OUT AND SET UP TABLES**

- a. Clean and retreat dust mops and place in proper place.
- b. Clean custodial closets daily.
- c. Clean and restore all equipment and store in properly.
- d. Fill in for an absent custodian when substitute is not available.
- e. Check boys/ girls restrooms before leaving in the building.
- f. Sometimes may have to pull corridors after programs in buildings.