



Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

Custodial Coordinator

JOB SUMMARY:

Oversees and assists with custodial operations across the district, ensuring high standards of cleanliness, safety, and efficiency. Works closely with the head custodians of each school to order supplies, maintain safety and cleaning standards, coordinate summer projects, and assist with the troubleshooting and repair of custodial equipment.

QUALIFICATIONS:

1. Previous experience in custodial services, facilities management, or a related field.
2. Basic plumbing skills and experience with troubleshooting and repairing custodial equipment.
3. Strong organizational and communication skills.
4. Ability to work independently and as part of a team.
5. Knowledge of safety standards and cleaning practices for educational facilities.
6. Ability to manage multiple projects simultaneously and prioritize tasks effectively.

REPORTS TO:

Director of Facilities

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

1. Work directly with head custodians to manage and order custodial supplies, ensuring that all school facilities are adequately stocked and operational.
2. Stay up-to-date with the latest safety regulations, cleaning standards, and protocols.
3. Ensure compliance with district and industry standards across all buildings.
4. Plan, coordinate, and oversee summer cleaning and maintenance projects, ensuring timely completion and efficient use of resources.
5. Troubleshoot and repair custodial equipment as needed. Ensure that all custodial equipment is in proper working condition, and provide training to staff on proper use and maintenance.

Initial & Date _____

6. Utilize basic plumbing skills to address minor plumbing issues as they arise, ensuring that facilities remain operational and in good condition.
7. Provide guidance and support to head custodians across all district schools. Serve as a resource for custodial staff, addressing questions and concerns related to cleaning, safety, and equipment.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Board Approval Date:

Last Revision:

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____