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| Position: Custodian II             | Position Number:  |
| Department: Maintenance            | FLSA: Non-Exempt  |
| Reports to: Director of Facilities | Salary Grade: 112 |

### **Summary**

Under general supervision, leads, trains, directs and participates in the work of a crew responsible for performing the full range of custodial duties (Custodian I) and responsibilities to maintain a clean, healthy, and productive learning and working environment.

### **Essential Duties and Responsibilities**

- Provides lead direction, training and work review to custodial staff, assists in organizing and assigning work.
- Performs a variety of custodial duties, ensuring that classrooms, open areas, auditoriums, and offices are in safe, usable condition. Sweeps, vacuums, scrubs, mops, strips, and polishes floors. Washes windows, counters, and walls. Vacuums rugs and carpets.
- Assists in the lifting, moving, and storing of cafeteria food and related items.
- Maintains and makes minor repairs to buildings and fixtures. Reports the repair and maintenance needs and assists others in making repairs.
- Empties and cleans waste receptacles. Picks up paper. Picks up trash containers and empties into large bins.
- Moves furniture and equipment. Sets up meeting rooms, classrooms, and other school facilities for special meetings and events.
- Turns lights on and off. Unlocks and locks doors and gates. Washes walks and eating areas. Cleans drinking fountains. Makes emergency cleanups in cafeteria and other areas.
- Checks doors, windows, and assigned area for vandalism. Reports safety, sanitary, and fire hazards. Assists in the performance of building and grounds maintenance including blowing off and pressure washing walkways and buildings.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### • **Knowledge and Skills**

Requires a thorough knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance. Requires a thorough knowledge of the buildings and grounds of the assigned site. Must have a full knowledge of work hazards and safe work techniques and procedures. Requires some knowledge of chemical reactions.

#### • **Abilities**

Must be able to perform all of the essential duties of the position with limited supervision. Must be able to maintain tools and equipment in a working condition. Requires the ability to perform routine maintenance tasks and to be able to determine when to refer more complex maintenance requirements to a supervisor. Must have the ability to give general direction to a small group of Level I Custodians upon occasion. Must be able to communicate effectively, both orally and in writing. Must be able to follow oral and written directions.

- **Physical Abilities**

Requires the ability to walk, bend, stoop and perform repetitive arm and shoulder motions with moderate exertion. Must lift light to medium weight materials or equipment up to 50 pounds on a frequent basis, pushing, pulling, or guiding over 50 pounds on an occasional basis. Requires the ability to operate and maneuver demanding equipment such as floor polishers, carpet cleaners, and extension window cleaners. Requires visual acuity and depth perception to operate equipment and read safety materials.

- **Education and Experience**

High School diploma or GED, plus reading and writing skills sufficient to perform duties and read and understand MSDS sheets required. Three years of prior custodial experience is required, including two years in an educational setting.

- **Licenses and Certificates**

Requires valid Driver's License.