

Job Title: CUSTODIAN II

Definition:

Under immediate direction of the Custodian Lead, site administrator and general supervision of the Supervisor of Operation and Director of Facilities, keeps assigned areas clean, neat, sanitary, functional and safe.

Distinguishing Characteristics:

This classification is distinguished from other in the Operations series in that incumbent is assigned to general custodial responsibilities, acts as crew chief of the custodial clean-up program during non-school times. The incumbent must meet all job requirements of Custodian I. The employee generally works days.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Cleans classrooms, restrooms, cafeterias, offices and related facilities.
2. Sweeps, mops, scrubs, seals, waxes and polishes floors.
3. Vacuums rugs and carpets and operates other carpet cleaning equipment.
4. Dusts and polishes furniture and equipment, and sets up and tears down furniture in buildings and rooms for meetings or special events, replaces lights.
5. Prepares work orders for eliminating dangerous conditions.
6. Raises and lowers flags and unlocks and locks doors and gates.
7. Accomplishes minor repairs to facilities, but not limited to such items as replacement of switch on outlet cover and restoration of fire alarm system.
8. Cleans light fixtures, furniture, ceiling, walls, windows, chalkboards/whiteboards, pin boards, unstop clogged sinks and drains and adjust flush valves; and tightens or replaces bolts/nuts on miscellaneous items of hardware.
9. Requisitions cleaning supplies and maintains an inventory of all supplies and equipment.
10. Shipping and receiving school equipment and supplies.
11. Picks up paper and other debris, empties and cleans trash receptacles.
12. Performs other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Methods and practices used for efficient and time saving work schedules
- Proper use of hand tools for minor repairs
- Principles and practices in fire prevention

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Skill and Ability to:

- Quickly learn work schedules and perform work as required by the schedules
- Operate various custodial equipments
- Work harmoniously with fellow workers, school personnel, public, and outside agencies
- Perform heavy manual labor and lift heavy loads properly and safely
- Maintain professional confidentiality

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and at least one year as a Custodian using modern cleaning equipment, chemicals and products.

Physical Requirements and Working Conditions:

- Require mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 75 pounds and may occasionally weigh up to 100 pounds with appropriate lifting techniques required.
- May be required to work with harsh and toxic substances.
- May be required to wear protective apparel including goggles, face protectors, apron and shoes.
- Is subject to inside and outside environmental conditions.
- May be required to work evenings and weekends.
- May be required to take and pass physical examination.
- Will be required to have a live scan fingerprinting completed and cleared prior to beginning work.

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PHYSICAL REQUIREMENTS INFORMATION				
Activity	Never	Occasionally Up to 3 hours	Frequently 3 – 6 hours	Constantly Over 6 hours
Sitting		X		
Standing				X
Running		X		
Walking				X
Crawling		X		
Kneeling			X	
Climbing		X		
Squatting		X		
Bending (neck)				X
Bending (waist)			X	
Twisting (neck)				X
Twisting (waist)			X	
Reaching (above shoulder)			X	
Reaching (below Shoulder)			X	
Pushing & Pulling			X	
Fine Manipulation			X	
Power Grasping		X		
Simple Grasping		X		
Repetitive use of hands				X
Keyboard Use		X		
Mouse Use		X		
Lifting/Carrying				
0 – 10 lbs.		X		
11 – 25 lbs.		X		
26 – 50 lbs.		X		
51 – 75 lbs.		X		
76 – 100 lbs.		X		
100 + lbs.		X		
Walking on uneven ground			X	
Driving		X		
Working with heavy equipment		X		
Exposure to excessive noise		X		
Exposure to extreme temperatures		X		
Exposure to dust, gas, fumes, or chemicals		X		
Working at heights		X		
Repetitive movement			X	
Use of special visual or auditory PPE		X		
Working with bio-hazards (e.g., blood borne pathogens, sewage, etc.)		X		

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Mental and Psychological Demands		Frequency	
Basic Work Abilities:		Essential	Non-Essen
1	Follow verbal and written instructions	C	N/A
2	Maintain the established work pace	C	N/A
3	Adhere to established work and safety procedures	C	N/A
4	Respond appropriately to direction, evaluation, or criticism	C	N/A
5	Respond appropriately to changes in the work setting	C	N/A
Attention to Task/Details:			
6	Perform simple/repetitive tasks	F	N/A
7	Perform complex/varied tasks	O	N/A
8	Organize tasks and set priorities	O	N/A
9	Manage multiple tasks simultaneously	F	N/A
Interaction with Others:			
10	Work cooperatively with coworkers	C	N/A
11	Interact with customers or the public	C	N/A
Decision Making:			
12	Use basic problem-solving techniques	C	N/A
13	Work autonomously, or with minimal supervision	C	N/A
14	Make independent decisions based on data/circumstances	C	N/A

Frequency Key: The following abbreviations denote the frequency an activity is performed daily.

N = Never

I = Infrequently (less than once per day)

O = Occasionally (less than 2 ½ hours per day)

F = Frequently (2 ½ to 5 hours per day)

C = Continuously (more than 5 hours per day)