

# CENTRAL SCHOOL DISTRICT

**Job Title:** Custodian II

**Occupational Group:** Maintenance  
& Operations

**Reports to:** Principal/Director of Maint & Operations

**Pay Range:** 26

**Date of Board Approval:** 7/18/2021

**Work Year:** 12 months

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## **DEFINITION**

Under direction of site administrator/Director of Maintenance and Operations, maintain an assigned school facility in a clean, orderly, safe and secure manner following a predetermined schedule; and perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education/Certification:**

- High school diploma or equivalent.
- Department of Justice Clearance.
- Current TB test with screening every 4 years to remain up to date.

### **Desired Experience:**

- Two years' experience performing custodial or maintenance work, or its equivalent.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Basic cleaning methods; applicable health and safety regulations; proper safety, security, and sanitation practices and procedures; suitable methods of storing equipment, proper lifting techniques; cleaning materials, supplies and equipment; basic English usage; basic mathematical concepts; basic computer operations.

#### **Ability to:**

Perform moderately heavy manual activities; efficiently and effectively use cleaning materials, supplies and equipment; understand and carry out oral and written directions; be flexible, problem solve and adjust assignments on short notice; establish and maintain communication and cooperative working relationships with those contacted in the course of the workday staff, students and parents; operate equipment safely; meet schedules and timelines; read, interpret and follow rules, regulations, policies and procedures; work independently with intermittent supervision; provide positive customer service.

**ESSENTIAL & REPRESENTATIVE DUTIES** – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Perform general custodial functions, including sweeping, mopping, waxing, sealing, dusting, polishing, vacuuming, sweeping walks and corridors, pressure washing, blowing and picking up debris from adjacent areas. E
2. Empty and clean waste receptacles including trash barrels.
3. Assist school personnel by performing such tasks as desk adjustment, replacing lights, and a variety of other tasks. E
4. Inspect buildings and grounds for safety, vandalism and cleanliness. E
5. Set up and clean eating areas. E
6. Wash windows, coverings, walls, chalkboards, whiteboards, sinks and fountains. E
7. Move and arrange furniture and equipment. E
8. Set up for site, district and community events as directed. E

**ESSENTIAL & REPRESENTATIVE DUTIES (continued)**

9. Maintain and clean restrooms, locker rooms and showers. **E**
10. Identify and communicate work orders pertaining to major maintenance needs, repairs and safety issues. **E**
11. Requisition and store supplies, materials and equipment. **E**
12. Perform emergency cleanup resulting from breakage, vandalism, spills and illness. **E**
13. Lock/unlock gates and doors, secure buildings/grounds and set alarm systems. **E**
14. Assist in receiving, assembling and distributing supplies and equipment. **E**
15. Raise and lower flags. **E**
16. Confer with district and site personnel pertaining to the care, cleaning and maintenance of a school facility. **E**
17. Occasionally perform routine ground maintenance functions.
18. Review and inspect the work of custodial crews daily, including summer and other extended recess periods.
19. Check and refill towels, toilet paper and soap dispenser. **E**
20. Prepares monthly safety reports.
21. Promptly complete and remain compliant with mandated trainings. **E**
22. Report, respond and assist with emergency and safety issues and concerns.
23. Monitor and respond to District radio communication network. **E**
24. Maintain consistent, punctual and regular attendance.

**WORKING CONDITIONS**

Employee may perform duties at various district site locations; indoor and outdoor environment, and inclement weather; requiring heavy lifting, bending, carrying, pushing and pulling of objects; employee may be exposed to communicable diseases, blood borne pathogens exposure or fumes from chemicals and other materials; subject to pests and insects; potential hazards of anti-social behavior.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION**

This position is subject to Board Policy 4112.4, which requires persons who are offered employment in certain classified positions to submit to pre-employment physical examinations.

**PHYSICAL ABILITIES**

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, push, pull, reach overhead, kneel, squat, climb stairs, and climb ladders; employee must be able to carry up to 50 pounds without assistance, and over 50 pounds with assistance. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

**PROFESSIONAL EXPECTATIONS:**

1. Be responsible and adhere to appropriate technology use, upholding sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance