

CLASSIFICATION DESCRIPTION

DRAFT 11/13/14

School Custodian II

<u>Title of Immediate Supervisor:</u> Corridor Supervisor	<u>Department:</u> Building Maintenance	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> National Conference of Firemen and Oilers, Local 956, Pay Group 3

General Summary or Purpose of Job:
<p>To provide custodial cleaning and basic facilities maintenance services in assigned building(s). To perform basic grounds maintenance, including clearing snow, lawn care, and landscaping. To assist in the set-up of rooms and other facilities for school and community events. To confirm after school hours building security, and to stock and deliver supplies. Monitors evening activities in the building and assists in monitoring the conduct of students and adults in and around the building. Coordinates with building principal, community education coordinators, activity directors and activity site managers regarding setups, occupancy times and special needs or concerns. Receives and communicates with supervisors when there are heating and ventilation issues affecting activities or occupancy comfort; responds to and reports emergency situations and equipment failures and alarms.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Vacuum, sweep and/or dust-mop floors in classrooms, hallways, cafeterias and other areas; empty trash containers and pencil sharpeners, and remove and replace trash liners in trash containers.	Daily 30%
2.	Wet mop cafeteria, kitchen, and bathrooms; clean and sanitize sink, fountains, fixtures, mirrors and floor drains; replace hand soap, paper towels and toilet paper; sanitize swimming pools, decks, locker rooms, and showers.	Daily 20%
3.	Spot mop classrooms, halls, stairs, restrooms, entryways, kitchen, and cafeteria; sanitize swimming pool related surfaces, decks, locker rooms, showers and other areas as needed to maintain clean and safe walking surfaces.	Daily 15%
4.	Close building for daily operations; ensure building and grounds are safe and secure.	Daily 5%

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5.	Inspect rooms, halls and stairways; remove marks, stains, and gum from floors, walls, ceilings, fixtures and furnishings; clean chalkboards; clean indoor and outdoor glass; dust all areas; replace burned out light bulbs; tightens and replaces fasteners on door hinges, cabinet doors, drawer glides, replaces furniture parts and similar duties.	Varies 15%
6.	Remove furnishings, strip and refinish floors; buff; scrub; clean furniture; sweep, shovel or blow snow from sidewalks; sand and salt sidewalks and parking lots; water outdoor plants and mow and trim lawns.	Varies 10%
7.	Perform stripping and refinishing floors, shampooing carpets, cleaning furniture, cleaning walls and staircases. Set-up and tear down and move furnishings and equipment as needed; and perform other duties of a comparable level or type.	As required 5%

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or GED and six months of experience; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

None required upon entry.

Knowledge Requirements:

- Requires knowledge of:
- Cleaning standards.
 - Cleaning methods.
 - Cleaning chemicals.
 - Time management.

Skill Requirements:

- Skilled in:
- Use and care of floor cleaning equipment.
 - Task prioritization.
 - Operation of janitorial and grounds keeping equipment (e.g., floor scrubbers, snow blowers, lawn mowers and trimmers).
 - Operation of personal computers.
 - Operation of hand and power tools.
 - Oral and written communications.

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Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell				√
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			

General Environmental Conditions:
 Work is performed under various conditions and there are risks associated with slippery and elevated surfaces, electrical equipment, and cleaning and maintenance chemicals, airborne particles, vibration, and outdoor weather conditions associated with the work.

General Physical Conditions:
 Work can be generally characterized as:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History:
 Classification revised by Kerry M. Leider on November 13, 2014.