

## Position Description Custodian II – Utility Custodian

Position Title:	Custodian II - Utility	Prepared By:	(Designated Employee)
Classification:	Custodian II	Date:	(Date)
Department:	Operations	Approved By:	(Designated Employee)
Reports To:	Director of Operations	Date:	(Date)

**SUMMARY:** *The Custodian II is responsible for safety, security, and cleanliness of the building(s) and grounds, maintaining the school physical plant in a condition of operating excellence for full educational use at all times.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

1. Maintains excellent personal hygiene.
2. Possesses and maintains an excellent attendance record.
3. Works with standard custodial chemicals and finishes for cleaning, sanitizing, and disinfection.
4. Performs scheduled full cleaning assignments, utilizing the six step full cleaning process.
5. Dust mops floors and dust rooms.
6. Cleans urinals and stools. Uses a plunger to unplug toilets, sinks, and drinking fountains.
7. Washes classroom windows and doors.
8. Replenishes and cleans soap and paper dispensers.
9. Washes chalkboards, desks, chairs, walls, tables, and other room surfaces and furnishings.
10. Cleans and washes lockers.
11. Vacuums areas as needed with various vacuum cleaners, including a backpack vacuum.
12. Performs all other light housekeeping chores.
13. Trims shrubbery and mows grass.
14. Unlocks doors and puts up flags.
15. Maintains floors including floor finishing and floor machine operation.
16. Removes trash and re-lines receptacles.
17. Cleans snow from landings and walkways.
18. Delivers milk and other supplies to classrooms.
19. Changes light bulbs.
20. Checks pool operation and add chemicals.
21. Moves furniture and other classroom equipment as authorized by the principal.
22. Continually checks, corrects, or reports dangerous equipment conditions and potentially hazardous situations. Effectively communicates all operational needs.
23. Climbs ladders and works from scaffolding.
24. Assists in summer building clean up as directed by the Director of Operations.
25. Completes painting projects as assigned by the Director of Operations.
26. Responds to security alarm calls for the building after normal working hours, on weekends, or on holidays, and takes necessary action to secure the building as required.
27. Provides "on-call" service for various building functions.
28. Other duties and tasks as assigned by the Director of Operations.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:**

High school diploma or general education degree (GED).

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of employees of organization.

**Mathematical Skills:**

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

**Certificates, Licenses, Registrations:**

Valid driver's license with good driving record.

**Other Skills and Abilities:**

Ability to pass a district written and physical test. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 90 lbs. such as motors, jack hammers. The employee will sometimes push/pull items such as tables, scaffolds, and cabinets. Specific vision abilities required by the job includes close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*