

Position: Custodian II – (Lead Custodian)	Position Number:
Department: Maintenance	FLSA: Non-Exempt
Reports to: Manager, Maintenance and Operations	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**

- Performs all work of a Custodian, assist in organizing and assigning work; may lead a team of Custodians I.
- Reports Custodial work and safety concerns to management.
- Coordinates and completes larger custodial projects.
- Trains newly hired Custodian I and provides re-training when directed by management.
- Sweeps, scrubs, mops, washes, and polishes floors. Washes windows, counters, and walls. Vacuums rugs and carpets. Dusts and polishes furniture and woodwork. Cleans chalkboards, whiteboards and erasers. Empties pencil sharpeners.
- Maintains and makes minor repairs to buildings and fixtures, include changing light bulbs, clearing drains and plunging toilets. Reports other repair and maintenance needs and assists others in making repairs.
- Cleans, scrubs and disinfects restrooms. Polishes metal work, cleans sinks, mirrors, and other restroom fixtures. Maintains various classroom and restroom supplies including paper towels, soap, toilet paper, and related items.
- Properly cleans up and disposals of hazardous material and bodily fluids.
- Empties and cleans waste receptacles; indoor and outdoor.
- Moves furniture and equipment; set up meeting rooms, classrooms, offices, multi-use, and other facilities for special meeting and events.
- Turns lights on and off. Unlocks and locks doors and gates. Cleans drinking fountains and hydration stations. Responds to emergency cleanup request.
- Assists in the performance of building and grounds maintenance including blowing off and pressure washing walkways and buildings, trash pickup and cobwebbing.
- Check doors, windows, and assigned area for vandalism. Reports safety, sanitary, and fire hazards.
- Disassembles and re-assembles furniture.

- 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 Custodians I upon occasion. Must be able 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 SDS 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.