

# **NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION**

## **Maintenance ~ Secondary Night Custodian II**

### **Purpose of the Job**

During the second shift the custodial II person assumes the basic leadership role in relation to other custodians assigned to the building. The custodial II person will serve as the point of contact.

### **Essential Job Functions**

1. Be first contact person for: emergencies, facilities, building administration, maintenance, & custodial subs.
2. May be required to assign work to other custodians, including support of facilities usage.
3. Work directly with the Head Custodian in training staff & ordering supplies.
4. Cleans and maintains floors; applies various chemical solutions and finishes; vacuums and shampoos carpets; strips and waxes floors per schedule; operates a variety of power equipment.
5. Straightens furniture in classrooms and offices; dusts surfaces; washes walls, desks, and windows.
6. Picks up waste papers and empties trash containers. Cleans and sanitizes restrooms; refills dispensers.
7. Performs minor maintenance; replaces lamps, repairs doors, and checks hinges; may repair locks; checks roof drains; removes clogs from toilets and sinks; paints doors or rooms, etc.
8. Periodically checks building for damage and graffiti; takes action to repair damage, and informs supervisor.
9. Maintains and performs minor maintenance on custodial equipment.
10. Maintains current knowledge of school fire fighting equipment; reports a fire and obtains emergency help.
11. Maintains safe conditions in buildings to eliminate hazards and prevent accidents.
12. Ensures that doors and windows are locked and the building is secured before and after hours.
13. Responds to staff requests or minor emergencies; takes action promptly.
14. Maintain building's appearance; collects trash and sweeps walkways.
15. Provides direction and training for substitute, temporary, or job training assistants. Maintains good working relationship with Community Schools people using building; responds to requests; informs supervisor if problems arise.
16. Perform other duties as assigned.

### **Qualifications**

#### **Education & Experience:**

1. High school diploma or G.E.D.
2. Prior successful experience as a custodian.

#### **Knowledge, Skills, & Abilities:**

1. Effective communication & interpersonal skills, & skills in working well with others.
2. Giving direction (both written and verbal) to grade I custodial staff & in communication with custodial supervisor.
3. Proven success in working effectively & cooperatively with supervisors, building administrators & staff, as well as with the public.
4. Possess skills in assessing workloads & delegating tasks.
5. Possess reading & writing skills & understanding math to interpret Material Safety Data sheets & in mixing chemicals.
6. Demonstrated ability to follow schedules, implement instructions, work cooperatively with others, and use cleaning materials safely.
7. Ability to lift fifty (50) pounds (WAC 296-126.096).

#### **Licenses, Certificates & Special Requirements:**

1. Valid Washington State driver's license.
2. Above average record of attendance, punctuality, & reliability at work

3. Must have neat & clean appearance upon arrival to work.

**Reporting Relationship**

Responsible to the Custodial/Facilities Supervisor; head custodian, as delegated by the Custodial/Facilities Supervisor.

**Conditions of work:**

**Union Affiliation:**

SEIU

**FLSA Status:**

Non-exempt

**Wage Range:**

SEIU

**Job #**

SEIU-105

**Job History:**

Created: 7/9/09

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Immediate Supervisor

Date

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Director of Human Resources

Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*