

SENIOR CUSTODIAN

DEFINITION

Under direction, to supervise and perform the duties of keeping a high school plant and grounds clean and orderly; and to do related work as required.

EXAMPLES OF DUTIES

Confers with the principal and/or the Custodial Supervisor regarding care and cleaning problems at the high school plant; makes regular inspections of the school plant and the work of the assigned custodial and janitorial personnel; reports discrepancies to Custodial Supervisor; assists custodians with cleaning problems and instructs new custodians in their work; answers requests for setting up classrooms, multiple use rooms, and gymnasium to accommodate various activities, and instructs custodians in the work to be done; reports needed repairs; makes minor non-technical repairs and adjustments to plant equipment and fixtures; requisitions needed custodial supplies and equipment; supervises the storage, maintenance, and use of custodial supplies and equipment, receives and distributes school supplies; performs special custodial work; performs all normal custodial duties; supervises and participates in the major cleaning of the plant during the summer months.

REQUIRED QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in cleaning the rooms, corridors and equipment of public school buildings;
Fire and other safety hazards involved in the operation of a school plant.

Ability to:

Develop and maintain cooperative work relationships with those contacted in the course of the work;
Supervise others, to assist them in planning and organizing their work and to see that work is done effectively;
Perform general custodial and simple maintenance work;
Use common electrical cleaning equipment;
Perform heavy manual labor.

Experience:

Two years of experience in cleaning and maintenance work, preferably including some experience in a supervisory or lead capacity.

Education:

Equivalent to completion of the eighth grade.