

CLASSIFIED JOB DESCRIPTION

CUSTODIAN II

JOB SUMMARY:

Under general supervision, is responsible for planning, organizing, and personally performing custodial work in a school plant or district office; develops work schedules for other related personnel; performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Cleans classrooms, bathrooms, cafeteria, meeting rooms, offices, windows, sidewalks, playground, and exterior walls.
- Inspects buildings, playground equipment, sandbox, grounds, and parking lots.
- Arranges classrooms, cafeteria, and offices.
- Performs minor and emergency repairs, and scheduling with other trades.
- Controls stray animals, temperature, timing security, and emergency systems.
- Documents facilities' job requisitions, need for repairs, supplies, non-stock requisitions, transfer of materials and equipment, vandalism and mischief reports.
- Maintains security, own supplies and equipment, classroom supplies, and key inventory of office.
- Provides information and assistance to teachers, students, and the public.
- Assembles and adjusts furniture and toys.
- Replaces light bulbs, screens, bolts, ceiling tiles, light diffusers, chair seats and chair glides, notices on marquee, and sodas in dispenser.
- Waxes floors and furniture.
- Responds to emergency situation.

Other Job Functions:

- Assists in the receiving of deliveries.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful, recent experience in building custodial work.
- Ability to understand and carry out oral and written directions; maintain a schedule for periodic cleaning of all facilities assigned; perform tasks without immediate supervision; observe and report needs for maintenance or supplies; work well with others.
- Thorough knowledge of methods, materials, safety practices, and equipment used in janitorial work; supervision and public relations.
- High school diploma or GED required.

Classified Salary Schedule: Range25
BOARD APPROVED: 10/1/96
REVISION DATES: 7/17/23
08/09/2023