JOB DESCRIPTION

JOB TITLE: Custodian III

Job Family: Maintenance & Operations

Range: 35

Job Purpose Statement/s: The job of "Custodian III" is done for the purpose/s of planning, assigning, directing, scheduling and participating in the cleaning, custodial and light maintenance functions for assigned school classrooms, buildings and other facilities. This position coordinates and schedules work for custodians.

Essential Job Functions:

* **Plans,** assigns and participates in cleaning, custodial and routine maintenance functions for assigned school site classrooms, buildings and other facilities.
* **Confers** with the Operations Supervisor and site administrator regarding custodial and maintenance projects and activities at assigned site.
* **Confers** with and reports problems to the Operations Supervisor and/or site principal.
* **Acts** as lead person for assigned custodial personnel.
* **Confers** with custodial staff members regarding work scheduling and assignments.
* **Inspects** completed work for accuracy and compliance with instructions and established standards.
* **Monitors** the work of other custodial personnel; sets work-hour schedules and assigns work with Operations Supervisor/Assistant Principal's approval.
* **Inspects** assigned areas for sanitary and safety hazards and reports hazards to appropriate authority.
* **Directs** and participates in the routine maintenance of custodial tools and equipment. Acts as information source to subordinate custodians regarding work methods, procedures, problems, etc.
* **Prepares** and maintains a variety of routine custodial reports and records.
* **Requisitions** custodial supplies and equipment and controls the use of these materials.
* **Directs** and assists in the set-up and arrangement of furniture and facilities for special meetings and/or events; assists in moving and arranging furniture, equipment and materials.
* **Operates** a variety of custodial equipment; operates and checks boilers, furnaces, heaters, light systems and sets timers and clocks as required.
* **Cleans** and maintains classrooms, rest rooms, cafeteria, gymnasium, offices, auditorium and related facilities.
* **Cleans** walls, furniture, windows, woodwork and other equipment.
* **Sweeps** walks and driveways and picks up paper and rubbish from grounds.
* **Does** emergency clean-up resulting from breakage, vandalism, spilling or illness.
* **Performs** minor repairs and maintenance of less skilled nature on buildings, equipment and furnishings.
* **Ensures** security of assigned school facility; locks and unlocks doors, sets alarm systems, arranges for lock repairs, etc.
* **Assumes** responsibility for keeping the entire plant in a clean and presentable manner.

* **Procures** equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

* **Repairs** furniture and equipment for the purpose of ensuring that items are available and in safe working condition.

Job Requirements - Qualifications:

* **Experience Required**: Three (3) years prior job related experience with increasing levels of responsibilities, preferably in school and/or institutional setting.

* **Skills, Knowledge and/or Abilities Required**:

  Skills to use cleaning agents; supplies and equipment; perform basic math, to calculate accurate dilution of cleaning agents. District policies and procedures related to custodial work; safety rules and regulations associated with custodial work. Principals of supervision and training.

  Knowledge of methods and use of cleaning materials, equipment, and supplies, safe work practices.

  Abilities to stand for prolonged periods, provide and follow oral and written instructions, adhere to safe work practices, work independently and with minimal supervision, perform a variety of tasks, adjust to flexible assignments often with short notice, and communicate with students, staff and the public. Significant physical abilities include lifting/carrying/pushing/pulling, stooping, reaching/handling, near/far visual acuity/depth perception. Understand and follow oral and written instructions in an independent manner.

* **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required**: Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test.