



Custodian II

Purpose Statement

The Custodian II ensures a clean, safe, and inviting environment for students, staff, and visitors. This role involves performing routine and special cleaning operations, assisting with facility preparation for events, and contributing to overall site maintenance.

Supervisory Relationship

Reports to: Head Custodian

Essential Functions

- **Snow and Ice Removal:** Ensure safe access by salting, sanding, and clearing sidewalks.
- **Cleaning:** Maintain cleanliness in classrooms, offices, restrooms, and other areas, especially during illness outbreaks.
- **Material Delivery:** Distribute supplies, mail, and packages within the site.
- **Communication:** Provide information and direction to students and staff regarding maintenance and safety.
- **Monitoring:** Supervise areas to ensure safety and prevent injuries.
- **Summer Maintenance:** Assist with deep cleaning, floor stripping/waxing, furniture moving, painting, and carpet cleaning.
- **Daily Preparation:** Prepare the site for daily operations and special events.
- **Supply Management:** Ensure restrooms and classrooms are stocked with necessary supplies.
- **Safety Response:** Address immediate safety concerns such as facility damage or alarms.
- **Security:** Secure buildings and grounds to prevent property damage and ensure safety.
- **Team Support:** Assist maintenance staff with various custodial tasks.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operate industrial cleaning equipment and tools.
- Adhere to safety practices and use cleaning chemicals appropriately.
- Plan and manage tasks to maintain a clean and safe environment.

Knowledge

- Basic math and reading comprehension.
- Understanding of industrial cleaning methods and safety procedures.

Abilities

- Schedule and prioritize tasks.
- Work flexibly and effectively with diverse individuals.

- Communicate effectively and work as part of a team.
- Adapt to changing work priorities and manage interruptions.

Responsibility

Work under direct supervision using standardized procedures. Provide information and/or advising others. Operate within a defined budget. Utilize resources from other work units as needed. Have a continual impact on the organization's services.

Work Environment

Minimal temperature variations. Some exposure to risk of injury or illness. Significant lifting, carrying, pushing, and pulling. Frequent stooping, kneeling, crouching, and crawling. Fine finger dexterity. Majority of time spent walking and standing.

Experience

Previous custodial experience preferred

Education

High school diploma or equivalent

Required Testing

Post-offer physical exam

Clearances

Criminal justice fingerprint/background clearance

FLSA Status

Non-Exempt

Salary Grade

SH

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.