



CUSTODIAN III

GENERAL RESPONSIBILITIES

Performs intermediate to high level custodial work in maintaining the cleanliness of school buildings, surrounding grounds and furnishings. An employee in this position receives classroom and hands-on-training in the use of cleaning tools, equipment and supplies, and safety and personal protection necessary to perform custodial work. Supervise other custodial staff members.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- May serve as the head custodian in an elementary school or the head night custodian in a middle or high school.
- Supervise custodial workers; cleaning school building interiors; maintaining school grounds.
- Make sure doors are always locked and secured, clean classrooms, carpet, cafeteria, portables, restrooms, hallways, maintain school grounds, accept deliveries from vendors and supply trucks, deal with vandalism, assist when someone from the cafeteria or custodial staff is out.
- Work with school approved groups (i.e. PTA, churches, etc.) for banquet setup and other special events.
- Serve as school representative with Fire Marshall and sprinkler systems inspections.
- Clean carpets, change light bulbs, and inspect building.
- Assign special duties to other custodial staff as required.
- Check restrooms, main office, and heating/AC.
- Repair pencil sharpeners, doorknobs, keys stuck in doors, etc.
- Clean the restrooms, cafeteria, hallways and classrooms to include windows, furniture, walls, and floors.
- Set up and pick up chairs, clean, sweep and pick up all trash.
- Replace lights on a basis for inside and outside of the school building
- Assist when other staff members are out.
- Accept deliveries from vendors and supply trucks.
- Set-up and break-down for special events.
- Dump trash from all classrooms and office space.
- Clean Gym area sweep and spot mop after school activities are over, and clean water fountains.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of cleaning methods, materials and equipment; ability to understand and follow oral and written directions; ability to establish and maintain effective working relationships with associates and school staff; ability to read and speak/understand English; ability to supervise the work of subordinate staff.

EDUCATION AND EXPERIENCE

Required:

GED or some high school
Considerable custodial experience

Preferred:

High School Diploma.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, grasping, repetitive motion, and reaching, Occasional stooping, balancing, crouching, kneeling, and fingering. Work involves moderate exposure to unusual elements such as dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: Rev. 6/00, 4/16, 7/20
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