



## **CUSTODIAN IV**

### **GENERAL RESPONSIBILITIES**

Performs difficult semiskilled 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 a high school or middle school.
- Open building, check for intrusions or vandalism, set up for special meetings, set up for breakfast and lunch, receives deliveries from supply or vendors, checks restrooms for cleanliness, keeping and maintaining of school grounds, check portables, secure building.
- Assign duties to other staff members.
- Check school grounds inside and out.
- Prepare for special events.
- Push down hallways and sweep, mop, run buffers or scrubbers.
- Respond to all calls from office for clean-up assistance.
- Raise flags and change light bulbs.
- Set-up for after school sports activities.
- Check on supply inventory, place orders and put in work request.
- 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: 6/00, 4/16, 7/20
-------------------------	-------------------------------