

EVERGREEN ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: CUSTODIAN III

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform responsible custodial activities at an assigned school site or facility to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; train and provide work direction and guidance to assigned evening or night custodians at a middle school or junior high school site.

DISTINGUISHING CHARACTERISTICS:

The Custodian III class performs lead daytime custodial duties at a middle school or junior high school site which are larger and more complex sites and are assigned to lead a larger staff. Custodian I incumbents perform routine custodial activities at an assigned school site or facility during the evening or night shift. Custodian II incumbents perform custodial activities at an assigned elementary school site during an assigned day shift.

REPRESENTATIVE DUTIES:

Plan, assign and monitor and participate in cleaning and custodial functions at an assigned middle school or junior high school site; train, assign, review and coordinate work of assigned evening or night shift custodians. ***E***

Determine quantity of stock items needed to replenish inventory; complete requisitions and purchase requests for non-stock custodial supplies; receive, verify and distribute supplies and equipment to appropriate site locations. ***E***

Perform routine custodial activities at assigned middle school or junior high school site; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets. ***E***

Participate in various activities and assist maintenance staff with various building maintenance projects or assignments. ***E***

Inspect completed work for accuracy and compliance with instructions and established standards; inspect assigned areas and report safety, sanitation and fire hazards to appropriate authorities; report need for maintenance repairs to appropriate authority; maintain security of buildings; report suspicious or unauthorized individuals on campus. ***E***

Confer with school administrators regarding custodial and maintenance projects and activities at assigned site; assist faculty, staff and students with custodial and minor maintenance issues. ***E***

Clean classrooms, cafeterias, lounges, offices and other facilities as assigned; sweep, mop and clean gymnasium floor; spot mop spills and remove gum and debris. ***E***

Clean and disinfect drinking fountains and restroom facilities sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows. ***E***

Perform other custodial activities including replacing light bulbs and tubes, cleaning chalkboards and erasers, and emptying pencil sharpeners; clean tables, chairs and floors after lunch periods as assigned. ***E***

Dust and polish furniture and woodwork and make minor, non-technical repairs as needed. ***E***

Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate.

Pick up paper and trash around school grounds and in buildings; sweep and clean walkways and entrances. ***E***

Operate cleaning equipment such as vacuums, buffer/scrubber machine and other custodial equipment as assigned; operate a hand truck to transport items around campus. *E*

Assemble, move and arrange furniture and equipment; prepare classrooms and multi-purpose rooms for special events or meetings; set up gymnasium equipment for classes and events as required; set up chairs, tables, bleachers and other facilities for special events and activities; clean up debris following events. *E*

Respond to emergency cleanups such as spills; maintain records of observed maintenance and repair needs and safety issues.

Participate in major summer or annual cleaning projects.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, materials, tools and equipment used in custodial work and non-technical maintenance.

Requirements of maintaining school buildings in a safe, clean and orderly condition.

Principles of training and providing work direction.

Appropriate safety precautions and procedures.

Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.

Basic record-keeping techniques.

Proper methods of storing equipment, materials and supplies.

Proper lifting techniques.

ABILITY TO:

Plan, train and provide work direction and guidance to assigned custodians at a middle school or junior high school site.

Assign and inspect the work of others.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Properly estimate quantity of required custodial supplies and equipment.

Apply and explain schedules, procedures and use of equipment and supplies used in custodial work.

Maintain tools and equipment signed in clean working order and provide proper security.

Inspect and assure the security of facilities during assigned shift.

Use cleaning materials, equipment and methods according to pre-determined standards.

Perform minor non-technical repairs.

Observe and report need for maintenance and repair.

Understand and follow oral and written directions.

Meet schedules and time lines.

Communicate effectively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years custodial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to perform custodial work.

Lifting and moving heavy objects.

Climbing ladders and reaching overhead, above the shoulders and horizontally to replace lights bulbs.

Standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Pushing and pulling cleaning equipment.

HAZARDS:

Exposure to cleaning chemicals.

Classified Salary Schedule: Range 32