



## **CUSTODIAN III**

### **GENERAL RESPONSIBILITIES**

Perform intermediate semiskilled work supervising and participating in the care and cleaning of school buildings, grounds and furnishings.

### **ESSENTIAL TASKS**

(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, banquet set-up and break-down, PTA and other special events, maintain school grounds, accept deliveries from vendors and supply trucks, deal with vandalism, assist when someone from the cafeteria or custodial staff is out, deal with Fire Marshall, and sprinkler systems inspections.
- Clean carpets, change light bulbs, and inspect building.
- Assign any special duties.
- Check restrooms, main office, check heating/AC.
- Repair pencil sharpeners, doorknobs, key stuck in doors, etc.
- Clean the restrooms, cafeteria, and windows, dust high and low, wipe desks, walls hallways.
- 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 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**

Graduation from high school and considerable custodial experience.  
A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### **SPECIAL REQUIREMENTS**

None