

## **JOB TITLE: LEVEL II CUSTODIAN**

**Reports to:** Head Custodian, Building Principal, and Director of Operations

**Job Summary:** Perform general cleaning and maintenance to provide pleasant and safe surroundings for staff, students, and general public.

### **Essential functions of the job may include but are not limited to the following:**

- Vacuums, sweeps, mops, empties trash, and cleans classrooms, restrooms, hallways, gyms, office areas, cafeteria, glass/windows, and water fountains, etc.
- Set up equipment, bleachers, demountable walls, chairs, and tables, etc. for special events, including all community education activities; and cleans up after activities.
- Maintains building security.
- Strips, waxes, seals floors and hallways as needed.
- May serve as the shift operator for the HVAC system as directed.
- Assists with winter grounds maintenance/shoveling at building entries.
- Respond to staff and community for building custodial needs as assigned or required.
- Reports maintenance needs to Head Custodian.
- Respond to boiler issues as license allows.
- During student breaks, must be able to assist with deep cleaning of all building areas including removal/return of all furniture and cleaning as described above; painting.
- Respond appropriately to all building emergencies.

### **Other functions of the job include but are not limited to the following:**

- Change light bulbs.
- Changing HVAC filters and belts and greasing mechanical equipment where required
- Use of building automation software to monitor HVAC system function
- Use of building door control software to aid in building security and function
- Pick up trash outside the building as assigned.
- Special projects as assigned such as furniture assembly and locker spinning.
- Performs other general duties as needed or assigned to ensure smooth operation of the department.

### **Knowledge, Skills and Abilities Required:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent.
- Prefer applicants interested in possessing or obtaining a Minnesota special boiler license, but license is not required.
- Must demonstrate sufficient mechanical aptitude to conduct minor repairs and maintenance to plumbing, heating and electrical equipment.
- Must demonstrate thorough knowledge of building cleaning skills.
- Must be able to work evening/night hours and usually shift to day hours during student breaks.
- Must have excellent customer service skills and the ability to communicate effectively with employees and community members.
- Proven ability to establish and maintain cooperative and effective working relationships with others including students at age level of position and present a professional appearance.
- Ability to work independently with little work direction.
- Must have the ability and proven record of reporting to work on a regular and punctual basis.

### **Physical Requirements:**

Tasks involve prolonged periods of walking, standing, stooping, climbing ladders/scaffolding, lifting, twisting, kneeling, pushing/maneuvering heavy equipment (carpet extractors, swing machine, floor scrubber, snow blower,

pallet jackets, garbage carts/barrels, etc.) etc. Although minimized by safety practices, accidents, chemical and physical hazards connected with this work are always present.

This position requires good physical conditioning, strength, agility, and endurance with no serious defects of vision or hearing. Must be able to climb ladders and lift 50# on your own or 75# with assistance on a regular basis.

*Updated 3/25*