



CODE: 53002
UNIT: BLUE COLLAR
GRADE: 5
FLSA: Non-exempt

CLASSIFICATION
CUSTODIAN II

SUMMARY

Performs various cleaning duties in assigned areas of district buildings or schools in accordance with county health department standards and standards established by site administrators. Monitors the activities and assignments of Custodian I's.

MINIMUM REQUIREMENTS

Speak, read and write in English
Comprehend graphic/oral instructions in English
One year of custodial/housekeeping experience

Related training or education

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).
Physicals Examination (Category B) by one of the clinics with which the District contracts (at employee's expense) and complete and sign a Medical History form.
Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.
Must successfully complete the mandatory TUSD New-Hire Custodial Training prior to placement in position.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Monitor the activities of Custodian I's and assign and maintain a log of overtime, as appropriate.

Maintain a log of supplies available. Complete request for supplies and submit request to supervisor for approval.

Prioritize work orders and ensure work is completed.

Sweep, mop, vacuum, buff, wax and polish floors and carpets; empty trash containers.

Ensure heat and cooling systems are turned on. Checks gauges to ensure system is operating within established limits.

Clean, sanitize and disinfect restrooms, locker rooms, showers and drinking fountains.

Dust and clean furniture, blinds, windows, and equipment.

MARGINAL FUNCTIONS

Perform maintenance to include such items as; fixing pencil sharpeners, adjusting desks, replacing light bulbs, and adjusting doors.

Check supply levels. Submits request for additional supplies to supervisor for approval.

Ensure school building and secured areas are open at beginning of school day and secured at night.

Inspect grounds for safety hazards and reports findings to supervisor.

Move furniture, equipment or fixtures as requested.

Maintain records of work orders and equipment out for repair.

Assist in the annual inventory of all equipment in the school.

Change combinations on lockers and maintain log of combinations.

Sweep outdoor covered walkways.

Ensure school crossing signs are out at start of school day and removed at end of school day.

Set up gym, auditorium, or cafeteria for special events, meetings, games, or plays. Ensures area is clean and restores original set-up.

Launder cleaning rags.

MENTAL TASKS

Communicating. Comprehending. Ability to read manuals.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. Considerable walking, climbing, stooping, bending, reaching and sitting for considerable periods of time may be required as a normal part of the job. Employees may have minor restrictions of motion; however, the restrictions must not prohibit performance of assigned duties, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Operate power driven machinery.

WORKING CONDITIONS

Indoors. Classrooms, bathrooms, offices. Contact with students and employees.

CONTROL, SUPERVISION

Monitor Custodian I's.

M:JOB53002
Revised 7/15/94, 2/03, 6/04
Updated: 12/2000
Changed med cat from A to B 10/07