UNION COUNTY PUBLIC SCHOOLS JOB DESCRIPTION

JOB TITLE: Custodian 2 (Evening Custodian)

FLSA STATUS: Non-Exempt (12-Month)

SALARY LEVEL: CO2

GENERAL STATEMENT OF JOB (Objective)

To provide and maintain an exceptionally safe, clean and healthy environment for students, faculty, and staff, to learn, teach and work in utilizing established instructions given by Custodial Services with input from the Principal.

Note: The designation Custodian 2, evening custodian, signifies that a custodian is working routinely after the hour of 7:00 p.m. The primary significance of this is for pay purposes and does not indicate a higher level custodial position compared to the day custodian.

DUTIES AND RESPONSIBILITIES

Responsibilities:

1. To perform all tasks with the safety and wellbeing of the students and staff in mind. Must adhere to all safe work practices.
2. Conduct self in a professional manner. Intimidation, harassment or abuse of any kind toward a student and/or staff will be dealt with quickly and severely. Custodians are encouraged to be friendly and helpful; however, they should refrain from unnecessary fraternization with students, staff or faculty.
3. Perform all duties in accordance with applicable safety requirements. This includes the operation of equipment and use of cleaning chemicals. Should a question arise concerning the safe use of equipment or chemicals, it is the custodian’s responsibility to seek assistance prior to their use.
ESSENTIAL JOB FUNCTIONS

Inside Facilities:

1. Clean all classrooms. Classroom cleaning will include a combination of the following: removing trash, dusting furniture and equipment, emptying pencil sharpeners, cleaning marker boards and trays, sweeping and mopping floors, and polishing metal fixtures.
2. Clean all restrooms. All fixtures, sinks and toilet and floors will be cleaned and disinfected daily. An adequate supply of toilet restrooms at all times.
3. Office and staff and special purpose areas (i.e. health rooms, guidance, lounge, etc.)
4. Follow proper procedure and developed work schedules for scrubbing, stripping, waxing, and buffing of resilient classroom floors and corridors.
5. Follow proper procedures and developed work schedules for extracting, bonneting, spot cleaning and vacuuming carpeted areas.
6. Report all equipment failures, damage to school furniture or building, etc. to the principal or lead custodian.
7. Replace all burned out bulbs, air filters, and damaged ceiling tiles as needed or as directed, as quickly as possible.
8. Assist in receiving, storing and distributing supplies and equipment as needed or directed.
9. Keep all storage areas neat and clean and arranged in an orderly manner at all times.
10. Keep all stairwells, halls, boiler rooms, and walkways free of furniture, equipment, etc.

Outside Facilities:

1. School buildings will be secured after school hours, holidays and weekends unless otherwise directed by the principal.
2. School grounds will be checked daily to remove trash, rocks, sticks, bottles, cans, and other items that could become a safety hazard or detract from the general appearance of the school.
3. Remove all snow and ice from steps, walkways and ramps prior to student and staff arrival. This may require schedule adjustments as deemed necessary by the principal or lead custodian.
MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirement: Ability to lift 60 lbs, also work in various weather conditions. Must be physically able to operate a variety of equipment. Must be able to exert up to 25 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects. Must be able to lift and/or carry weights of up to 60 pounds. Physical demands are for Medium to Heavy Work.

Interpersonal Communication: Ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Ability to read and write and understand verbal instructions given in English.

Intelligence: Ability to interpret a variety of instructions furnished in written, oral, or scheduled form.

Verbal Aptitude: Ability to follow oral and written instructions. Must be able to use and interpret safety and custodial language.

Numerical Aptitude: Ability to calculate simple measurements, i.e. oz, lb, gallon, etc.

Motor Coordination: Ability to coordinate hands and eyes to operate equipment used in custodial functions.

Interpersonal Temperament: Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Ability to talk and hear (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via radio or telephone.

MINIMUM TRAINING AND EXPERIENCE
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1. Ability to follow oral and written instructions.
2. Able to accomplish tasks which require physical strength over a long period of time.
3. Basic knowledge of cleaning methods, materials and equipment.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to communicate effectively both orally and in writing.

Ability to reason, make judgments, and maintain effective working relationships with others.

Ability to utilize positive human relation skills with staff.

Ability to resolve problem situations with sound judgment.

Ability to maintain confidentiality in matters relating to the school system.

Ability to exercise independent judgment and initiative in completing work assignments.

Ability to work in the absence of supervision.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.