



## CUSTODIAN II

---

### QUALIFICATIONS

#### A. REQUIRED

- High school graduation or equivalent
- At least two years of custodial experience
- Equivalent combination of education/training/experience

#### B. DESIRED

- One year of supervisory experience
- College training in supervision or human relations, or equivalent
- Familiarity with formal performance evaluation systems
- Some knowledge of techniques and machines commonly used in custodial work

### SUMMARY

Works with and oversees the work of Custodians I. Will ensure that established standards of cleanliness are being met. Receives assignments and broad direction from Custodian III and/or coordinator of custodial services.

Reports to: Appropriate School/Site Administrator

### ESSENTIAL FUNCTIONS

- Assigns specific work duties to Custodians I
- Works with Custodians I with regard to job performance and expectations
- Inspects completed work to ensure that established standards are met
- Maintains timekeeping records, supply inventory records, vandalism records, etc.
- Assists in the preparation and presentation of worker performance evaluations
- Performs routine cleaning duties
- Performs related minor maintenance and support duties, as required
- Is custodial supervisor of record when on duty
- Exhibits patience, courtesy and tact when dealing with other
- Promotes and supports district wide educational advancement in 21<sup>st</sup> Century skills
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs other related duties as assigned

### MENTAL AND PHYSICAL REQUIREMENTS

- Ability to lift, climb, stoop, bend, reach, walk and stand for long periods of time
- Ability to carry objects weighing as much as 75 pounds up to 50 yards as a regular part of the job
- Ability to respond to verbal instructions
- Ability to work without constant supervision
- Ability to operate power driven machinery
- Ability to work in inclement conditions