

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	<b>CUSTODIAN 2</b>	2.9.2
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### **PURPOSE**

To improve student achievement by performing routine building and grounds custodial and maintenance work. May serve as a lead custodian in an elementary school.

### **CLASS CHARACTERISTICS**

This is the journey level class in the Custodian series. Positions in this class perform the full range of duties assigned to the class series. The work is distinguished from the Custodian 1 class by the increased independence in performing the work or by coordinating the work of assigned custodial staff at a secondary school or as a lead worker in an elementary school.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned supervisor, and technical and functional supervision from a higher level Custodian. Methods of performing tasks are outlined or explained in general terms and work is reviewed by a supervisor at regular intervals during progress and upon completion.

May exercise technical supervision over assigned custodial personnel.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Reviewing work schedules and seeing that work is done in accordance with instructions.

Operating and maintaining the heating and ventilation system; responding to heating or cooling problems.

Setting up rooms for special events and needs; directing visitors.

Meeting with building staff to adjust work schedules as needed and to plan for evening activity and special event set-ups.

Reporting needed repair work to proper authorities.

Performing minor repairs and adjustments to building fixtures and equipment.

Cleaning walls, furniture, woodwork and other equipment.

Supervising lunch set-up, clean-up and related recycling.

Maintaining written and oral communication with school staff including use of e-mail.

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Custodian 2 (Continued)

Inspecting buildings and grounds for fire, sanitary, and safety hazards; prepares reports. (Graffiti, playground equipment, etc).

Ordering and maintaining supplies and materials.

Maintaining the security of buildings.

Maintaining records of work performed.

Performing routine grounds keeping duties.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Requirements for maintaining buildings and grounds in a safe, clean, and orderly condition

Operation of heating plant and equipment

Modern cleaning methods and the use and care of cleaning materials and equipment

Applicable safety rules, practices, and procedures

Basic computer skills

**Ability to:**

Instruct and train others in custodial work

Assist in evaluating the performance of other employees

Use cleaning materials and equipment

Perform heavy physical labor

Understand and carry out oral and written instructions

Read and respond to e-mail communications.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

Two years of responsible custodial experience.

**Training:**

Equivalent to the completion of the twelfth grade.

Must possess a valid Oregon Driver's License

**Work Environment:**

This work is done in a school or district building environment, and may include solvent or cleaning smells, and human body waste clean up. On feet all day, with bending, lifting, standing, twisting, walking, kneeling, and climbing ladders. Must be able to lift up to 100 lb loads on occasion, and 50 lb loads repeatedly throughout the day. Safety equipment is available to be used.

**Physical Requirements:**

Light Repetitive Work:

Floor level: occasionally; scraping gum, pulling staples

Knee level: occasionally; cleaning desks

Waist level: continuously cleaning desks, vacuuming

Shoulder level: frequently; cleaning shelves, gathering supplies

Overhead level: frequently, changing light bulbs, dusting, washing windows

Bending: frequently; toilet bowls, tables

Twisting: frequently, mopping, vacuuming, operating floor machine, waxing floors, shampooing carpet

Squatting: picking up items from the floor

Kneeling/crawling: awkward positions, i.e. cleaning the base of desks, pulling staples out of carpet

Garbage Cans: lifted up and dumped into dumpsters

33 gallons: 24 pounds

40 gallons: 40 pounds

33 gallons from kitchen: 68 pounds

40 gallons from kitchen: 80 pounds

Empty round: 7 pounds

Empty square: 20 pounds

Average dumpster height: 54 inches

Vertical lift: ranges from approximately 24 inches to 80 inches

Frequency of lifts 3-4 per shift

Floor scrubber: 110 pounds (2 person lift)

Multi-purpose vacuum: 47 pounds, carried up the stairs

Wet/dry vacuum: 100 pounds pulled up the stairs, dry; 130 pounds, wet (not pulled up the stairs)

Mop and bucket (dry): 25 pounds carried up the stairs

Desk: 40 pounds, 29 inches to 43 inches vertical lift

5 gallon bucket of wax: One bucket: 21 inches to 29 inches vertical lift. Two buckets: 90 pounds, carried up stairs; one in each hand. Three buckets: 135 pounds pulled up stairs on a hand-truck

Can Liners: 23 pounds, lifted onto shelf 71 inches high

Case of Toilet Paper: 48 pounds, lifted onto shelf 71 inches high

Case of Paper towels: 39 pounds, lifted onto shelf 71 inches high

Push (static): 80 pounds of forces at waist level. This figure was derived at by assessing the strength of three custodians who performed the following capacities: 78 pounds, 80 pounds, and 82 pounds. It was decided by those present during the job analysis that the middle amount would be used as criteria for pre-placement screens.

Pull (static): 110 pounds of force at waist level. This figure was derived at by assessing the strength of three custodians who performed the following capacities: 90 pounds, 110 pounds, and 140 pounds. It was decided by those present during the job analysis that the middle amount would be used as criteria for pre-placement screens.

Salem-Keizer School District is an equal opportunity employer.

Position: Custodian 2

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_