

CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: The work of employees in this class is distinguished by responsibility for the efficient and economical cleaning and maintenance of a small school building or for a larger building on an assigned shift. Work is performed under general supervision with some leeway for use of independent judgment in keeping the building up to approved standards of cleanliness and operation. Supervision may be exercised over the work of a small number of cleaning or custodial personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises and participates in all building cleaning activities; Assigns tasks to subordinates, gives instructions in the use of building cleaning supplies, materials and equipment, and checks to see that assignments are carried out; Makes regular inspections of building and grounds to maintain proper cleaning and maintenance procedures and makes recommendations for improvement and new equipment; Checks to insure that buildings are heated, cleaned, locked and in readiness for all activities; Performs minor maintenance activities as needed; May supervise and participate in a variety of groundskeeping activities; Keeps records and makes reports of supplies used and activities carried on.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of building cleaning practices, supplies and equipment, and ability to use them efficiently and economically; Good Knowledge of heating systems; Working knowledge of tools, terminology, and practices of skilled trades; Ability to understand and carry out oral and written directions; Ability to lead and supervise the work of others; Willingness to perform cleaning and other manual tasks; Thoroughness; Dependability; Good physical condition.

MINIMUM QUALIFICATIONS:

One year of building cleaning or maintenance experience.

Revised 7/22/88; 9/15/22