

School Custodian I/II/III

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 3 through 3B

Reports to

Building Engineer/Supervisor of Operations/Manager of Facilities

Summary

To provide custodial cleaning and minor facilities maintenance services in assigned building(s). To perform minor grounds maintenance including clearing snow from walkways and steps leading to assigned building(s). To assist in the set-up of rooms and other facilities for school and community events.

Essential functions

- Vacuum, sweep and/or dust-mop floors in classrooms, hallways, cafeterias and other areas.
- Wet mop cafeteria, kitchen, bathrooms; clean and sanitize sink, fountains, fixtures, mirrors and floor drains; replace hand soap, paper towels and toilet paper.
- Spot mop classrooms, halls, stairs, restrooms, entryways, kitchen, cafeteria and other areas as needed to maintain clean and safe walking surfaces.
- Empty trash containers and pencil sharpeners; remove and replace trash liners in trash containers.
- Inspect rooms, halls and stairways; remove marks, stains, and gum from floors, walls, ceilings, fixtures and furnishings; clean chalkboards; clean door glass; dust all areas; replace burned out light bulbs.
- Remove furnishings, strip and wax floors; buff; scrub; clean furniture; sweep and shovel snow from walkways and steps.
- Performs other duties of a comparable level or type.

Minimum Qualifications

- Requires a minimum of a high school diploma or GED
- Six months of experience
- Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements

- None for School Custodian I
- Special Class C Boilers License in the State of Minnesota for School Custodian II
- Second Class C Boilers License in the State of Minnesota for School Custodian III

Knowledge Requirements

- Cleaning standards
- Cleaning methods
- Cleaning chemicals
- Time management

Skill Requirements

- Use and care of floor cleaning equipment
- Task prioritization

Work environment

Work is performed under various conditions and there are risks of slip and fall injuries and electrical shock and exposure to fumes, airborne particles, toxic and caustic chemicals, vibration, and outdoor weather conditions associated with the work.

Physical demands

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk				√
Sit	√			
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell				√
Lift & Carry:				
Up to 10 lbs.				√
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting on December 14, 2001. Revised by Human Resources 2/2021.



CLASSIFICATION DESCRIPTION

Custodian/School Custodian II

<u>Title of Immediate Supervisor:</u> Supervisor of Operations	<u>Department:</u> Building Maintenance	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> National Conference of Firemen and Oilers, Local 956, Pay Group 3

General Summary or Purpose Of Job:

To provide custodial cleaning and minor facilities maintenance services in assigned building(s). To perform minor grounds maintenance including clearing snow from walkways and steps leading to assigned building(s). To assist in the set-up of rooms and other facilities for school and community events.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Vacuum, sweep and/or dust-mop floors in classrooms, hallways, cafeterias and other areas.	Daily 20%
2.	Wet mop cafeteria, kitchen, bathrooms; clean and sanitize sink, fountains, fixtures, mirrors and floor drains; replace hand soap, paper towels and toilet paper.	Daily 20%
3.	Spot mop classrooms, halls, stairs, restrooms, entryways, kitchen, cafeteria and other areas as needed to maintain clean and safe walking surfaces.	Daily 20%
4.	Empty trash containers and pencil sharpeners; remove and replace trash liners in trash containers.	Daily 15%
5.	Inspect rooms, halls and stairways; remove marks, stains, and gum from floors, walls, ceilings, fixtures and furnishings; clean chalkboards; clean door glass; dust all areas; replace burned out light bulbs.	Varies 15%
6.	Remove furnishings, strip and wax floors; buff; scrub; clean furniture; sweep and shovel snow from walkways and steps;	Varies 10%
7.	Performs other duties of a comparable level or type.	As required



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Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or GED and six months of experience; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

None required upon entry.

Knowledge Requirements:

Requires knowledge of:

- Cleaning standards.
- Cleaning methods.
- Cleaning chemicals.
- Time management.

Skill Requirements:

Skilled in:

- Use and care of floor cleaning equipment.
- Task prioritization.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk				√
Sit	√			
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell				√
Lift & Carry:				
Up to 10 lbs.				√
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			



CLASSIFICATION DESCRIPTION

Custodian/School Custodian II

General Environmental Conditions:

Work is performed under various conditions and there are risks of slip and fall injuries and electrical shock and exposure to fumes, airborne particles, toxic and caustic chemicals, vibration, and outdoor weather conditions associated with the work.

General Physical Conditions:

Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

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