Title: School Custodian II  
Department: Board of Education (MHS)  
Date: December 2000  
Grade 5  
Revised 3/2011

Purpose of Position

The purpose of this position is to perform general cleaning and minor maintenance functions for school buildings and grounds. The work is performed under the direction of the Custodial Manager.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs custodial cleaning functions; cleans classrooms, cafeterias, windows, doors, stairwells, hallways, locker rooms, shower facilities, gymnasiums and restroom facilities; maintains supplies in restrooms; collects and empties trash and recyclables; sweeps, mops, vacuums and strips and polishes floors and carpets.

- Performs grounds maintenance functions; plows and sands sidewalks, playgrounds and parking lots; mows lawns and trims trees and bushes.

- Performs general maintenance and minor repair functions; replaces light bulbs and filters; installs paper dispensers in restrooms.

- Moves desks, chairs and furniture. Sets up meeting rooms.

- Sets security alarms; checks windows and doors. Checks operation of heating and air conditioning systems.

- Receives, unloads, inspects and distributes deliveries.

- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with six months of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.
Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.

- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

- Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, correspondence, work orders, MSDS, and general operating manuals.

- Requires the ability to communicate orally and in writing with Director of Facilities, Custodial Manager, other maintenance personnel, administrators, principals, teachers, students and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a custodial and maintenance tools and equipment, grounds maintenance equipment, hand tools, and/or materials used in performing essential functions.

- Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as operating custodial equipment.

- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.

- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as dusts, toxic agents, chemicals, strong odors, or temperature extremes may cause discomfort and poses a limited risk of injury.

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