

# Lenawee ISD

## Job Description

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Position Title: Custodian II  
Area: Facilities  
Reports To: Custodial Supervisor  
Supervises: May assign and check work of others  
Last Revised: April 2017

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### **SUMMARY:**

Performs custodial and setup tasks. Assist in maintaining a safe and healthy learning environment in LISD Buildings and Grounds.

**ESSENTIAL JOB FUNCTIONS** *include the following. Other duties may be assigned.*

- Performs all custodial tasks including but not limited to: dusting, sweeping, mopping, stripping and waxing of floors, carpet extraction, window cleaning, wall cleaning, trash removal, cleaning and sanitizing of restrooms & specialized educational equipment, room set-ups & assistance to outside groups and exterior grounds cleaning.
- Monitor and apply ice melt to parking lots and sidewalks as needed
- Setup and clean up breakfast and/or lunch and assist food service staff as needed
- Deliver receivables to teachers and/or staff
- Cleans and organizes custodial closets
- Cleans up accidental and/or bodily fluid spills as needed
- Performs all maintenance repair and improvement tasks including but not limited to painting, caulking, and light bulb changing.
- Responsible for identifying, reporting and correcting all facilities issues related to safety & security.
- Assists in the monitoring of snow removal and lawn care contractors to ensure their work is performed per their contracts.
- Accesses specialized tools, equipment and supplies needed from the Facilities/ Maintenance Building at the LISD TECH Center.
- Will provide assistance to other unassigned LISD facilities as needed.
- Assumes other responsibilities and performs other duties as assigned.
- Consistently uses personal protective equipment while performing tasks.
- Mentors and assists in the training and monitoring of new staff including staff with special needs and co-op students.
- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards.
  
- Competencies, Skills and Abilities:
  - Ability to use computer for tasks such as for basic word processing, daily email, electronic calendaring, excel data processing, etc.
  - Ability to balance figures

- Ability to compile statistics
- Ability to coordinate itineraries/meetings/events/schedules
- Ability to research information
- Ability to prioritize multiple tasks
- Ability to deal effectively with a changing environment and be open to new ideas
- Ability to communicate in person, via phone and computer
- Physical Demands:
  - Occasional reaching/stooping/bending/kneeling/ crouching
  - Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
  - Must be able to read and speak the English language
  - Must have visual acuity
  - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met
  - Must be able to cope with the mental and emotional stress of the position
- Working Conditions:
  - Handle high stress and multi-task situations
  - Must have a regular and reliable level of attendance
  - Occasional pressures due to multiple calls and projects
  - May be exposed to long and/or irregular hours

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

**Required:**

- Must be at least 18 years old.
- High school diploma or equivalent
- Must be in good physical health with ability to lift and balance 60 lbs.
- Minimum one (1) year work experience
- Knowledge of Exposure Control Plan & ability to take care of blood borne pathogens and other potentially infectious materials.
- Knowledge of (SDS) Safety Data Sheets.
- Knowledge of procedures for hazardous waste disposal.

**Preferred:**

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**CERTIFICATES, LICENSES, and REGISTRATIONS**

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**TERMS OF EMPLOYMENT**

255 days

Hourly Grade = B, Non-Exempt

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on "Staff Evaluation."

Approved by: \_\_\_\_\_

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

Reviewed and Agreed to by: \_\_\_\_\_

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