

Position Title: Custodian II**February 2006**

Position Summary: *Describe the positions purpose and overall role in the organization. Identify major job objectives and initiatives.*

- Serves as a lead custodian cleaning and keeping in an orderly condition health care facility, residence hall, school, office building, or similar building.
- Sweeps, mops, scrubs, polishes floors and vacuums hallways, stairs and office space.
- Empties trash and garbage containers.
- Cleans furniture.
- Notifies supervisor concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
- Shampoos and cleans carpets.
- May make minor maintenance repairs.
- May buff and polish floors.

Typical Knowledge and Skills: *Identify the qualifications to competently perform the job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.*

Applies advanced skills appropriate for the position. Adapts procedures, processes, tools equipment and techniques to accomplish the requirements of the position. Ability to effectively communicate policies, and/or procedures in a manner easily understood by fellow employees.

Typical Requirements:

- Education or Equivalent Experience: High School Diploma or GED or equivalent experience.
- Supervisor/Managerial Experience: None
- Function Specific Experience: 2 or more years of related work experience.
- Certification Requirements: None

Supervision: *Identify the level of supervision received and provided.*

Supervision Received: Works under minimal supervision.

Supervision Provided: Assists in training, assigning and checking the work of lower level employees.

Working Conditions: *Describe the physical environment in which the job works and any special physical qualifications required (safety hazards, visual/hearing acuity or unusual conditions).*

Work is performed in an area that is adequately lighted and ventilated.

Physical Demands: Specific physical characteristics and abilities are required to perform the work, such as agility, dexterity, and long periods of walking, standing, bending, carrying or lifting supplies and equipment weighing 50 pounds or more. Wears protective clothing required by the work environment or governmental regulations.