Job Title: Custodian II
Position Code: 5N07, EN07
Job Classification: Non-Exempt

Supervisor: Supervisor II, Custodial Services / Principal
Pay Grade: 8
Contract Length: 192 / 245 Days

Job Summary
Responsible for light cleaning in all areas of the building to include sweeping, dusting, mopping, wiping and emptying trash.

Essential Duties
1. Locks and unlocks doors; activates and deactivates alarm system.
2. Sweeps, mops, dusts all classrooms, bathrooms, offices, hallways, and specialty rooms. Keeps building and premises neat and clean at all times.
3. Wipes and sanitizes toilets, sinks, mirrors, countertops, windows and water fountains.
4. Empties trash.
5. Stocks paper products in restrooms.
6. Waxes floors and operates buffing machine.
7. Vacuums and cares for building carpeting.
8. Washes windows and polishes furniture.
9. Picks up litter and debris on outside school grounds.
10. Makes minor repairs to equipment and furniture as needed.
11. Replaces light bulbs as needed.
12. Complies with laws and procedures for storage and disposal of trash and waste.
13. Models nondiscriminatory practices in all activities.

Other Duties
1. Performs any other related duties as assigned by the Supervisor II, Custodial Services / Principal or other appropriate administrator.
2. Shovels snow from sidewalks during inclement weather.

Job Specifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
Must have experience working as custodian. Must possess experience in proper procedures for carpet care. Ability to read and write in English and follow written and oral instructions. Ability to follow safety precautions to avoid injuries of minor cuts, falls, bruises, burns and scalds. Ability to complete written forms and records. Previous related experience preferred.
**Working Conditions & Physical Requirements**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use cleaning equipment; to see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 50 pounds; to climb ladders, bend, stoop, walk and reach overhead. Ability to be exposed occasionally to fumes, toxic or caustic chemicals, and exposure to high noises level.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school or office environment. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** None  
**Supervision Received:** Supervisor II, Custodial Services & Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Custodian II will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, Custodial Services / Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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**I acknowledge that I have received and read a copy of this job description.**

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**Employee Name (Print) **  **Signature**  **Date**