Job Description

Job Title: Senior Custodian
Supervisor: Supervisor II, Custodial Services & Principal
Position Code: 5N11, EN11
Pay Grade: 18
Job Classification: Non-Exempt
Contract Length: 245 Days

Job Summary
Responsible for overseeing cleaning and staff support functions in all areas of a building.

Essential Duties
1. Plans and oversees all custodial work, maintaining a high standard of safety, cleanliness and efficiency.
2. Locks and unlocks doors; activates and deactivates alarm system.
3. Sweeps, mops, dusts all classrooms, bathrooms, offices, hallways, and specialty rooms. Keeps building and premises neat and clean at all times.
4. Wipes and sanitizes toilets, sinks, mirrors, countertops, windows and water fountains.
5. Empties trash.
7. Waxes floors and operates buffing machine.
8. Vacuums and cares for building carpeting.
9. Washes windows and polishes furniture.
10. Picks up litter and debris on outside school grounds.
11. Makes minor repairs to equipment and furniture as needed.
12. Replaces light bulbs as needed.
13. Complies with laws and procedures for storage and disposal of trash and waste.
14. Monitors the timekeeping records of all custodial employees in the school.
15. Helps in the selection, assignment, scheduling, and training of custodial staff.
16. Maintains an inventory and recommends selection of suitable supplies, tools and equipment.
17. Inspects work of other custodial staff.
18. Evaluates the performance of the custodial staff on a regular basis.
19. Strives constantly to promote the safety, health and comfort of the students and employees.
20. 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.

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 considerable experience working as a custodian. Must possess a thorough knowledge of building cleaning methods, materials and equipment. Previous supervisory experience preferred. Ability to read and write in English and follow written and oral instructions. Must possess previous related experience. Ability to follow safety precautions to avoid injuries of minor cuts, falls, bruises, burns and
scalds.

**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 equipment; 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 bend, to stoop, to walk and to reach overhead. Ability to complete written forms and records. 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 environment. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** Assigned Staff

**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 III will be required to follow any other instructions and to perform any other related duties as assigned by 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:**

_________________________________________  ______________________________
Supervisor                                    Date

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

_________________________________________  ______________________________
Employee Name (Print)                          Signature                       Date