

## **I. IDENTIFYING INFORMATION**

Class Title: School Custodian II  
Department: Education  
School: Kamaile Academy Public Charter School  
Geo. Location: Waianae, HI

## **II. INTRODUCTION**

Performs routine manual work in cleaning and maintaining school buildings and the surrounding campus area; performs heavy lifting and other strenuous tasks and simple building maintenance and repair work; and performs other related duties as assigned.

## **III. MAJOR DUTIES AND RESPONSIBILITIES**

General 95%

- Sweeps and mops floors, hallways, stairways and classrooms;
- Wipes, dusts and polishes furniture and metal work;
- Cleans woodwork, walls, venetian blinds, electrical fixtures and windows and other places which are not easily accessible;
- Mops, cleans, disinfects and services lavatories and restrooms;
- Cleans water fountains and wash basins;
- Waters, rakes, weeds and spreads top soil on lawns;
- Mows areas not accessible to gang power mowers;
- Picks up rubbish, leaves and other refuse;
- Assists in trimming and pruning hedges, trees and shrubbery;
- Assists in planting and fertilizing shrubbery, grass and flowers;
- Assists in propagating and transplanting young plants and shoots;
- Moves and transports heavy objects such as office and classroom furniture, benches, platforms and refuse disposal barrels;
- Loads, unloads and distributes school and janitorial supplies and equipment;
- Replaces toilet floats, faucets, fluorescent and standard light bulbs and fuses;
- Makes simple repairs to doors, windows, jalousies, stairways, venetian blinds, chairs, sprinkler systems and other school facilities and equipment;
- Operates heavy-duty industrial cleaning equipment such as vacuum cleaners, scrubbing machines and floor polishers;
- Removes spots and stains from carpets and may operate a shampoo machine to clean carpets;
- May assist in taking inventories of janitorial supplies and equipment.

Performs other related duties as assigned.

5%

#### **IV. CONTROLS EXERCISED OVER THE WORK**

**A. Supervisor:** The position is under the general supervision of the School Custodian IV or designee.

**B. Nature of Supervisory Control Exercised Over the Work.**

1. Instructions Provided - General policy instructions or procedures are provided.

2. Assistance Provided - The supervisor or designee is available for guidance on unforeseen difficulties that may arise; however, during normal, daily activities the position operates with full authority to make decisions based on general instructions and directions provided by the supervisor or designee. Work is reviewed for compliance with instructions and established procedures.

3. Review of Work - The supervisor periodically checks all work in progress to ensure that assigned work is satisfactorily performed and that the correct methods and procedures are being followed.

**C. Nature of Available Guidelines Controlling the Work.**

See above.

#### **V. REQUIRED LICENSES, CERTIFICATES, ETC.**

N/A

#### **VI. RECOMMENDED QUALIFICATIONS**

**A. Education:** N/A

**B. Experience:** None

**C. Knowledge of:** Cleaning methods, materials and equipment; basic grounds maintenance practices; use of common hand tools; maintenance and minor repairs to equipment.

**D. Ability to:** Understand and follow simple oral and written instructions; apply cleaning methods safely and effectively; perform groundskeeping tasks; perform heavy lifting and moving; operate heavy industrial-type cleaning equipment; make simple building and equipment maintenance and repairs; get along with staff, students, and administration.