

## Job Description

**Job Title:** Senior Custodian  
**Position Code:** 5N11, EN11  
**Job Classification:** Non-Exempt

**Supervisor:** Supervisor of Custodial Services/Principal  
**Pay Grade:** 24  
**Contract Length:** 245 Days

### Job Summary

Responsible for overseeing cleaning and staff support functions in all areas of a building. Participates in cleaning as needed to overcome labor or time related issues.

### 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. Using appropriate equipment and supplies to wipes and sanitize toilets, sinks, mirrors, countertops, windows and water fountains.
5. Empties trash.
6. Stocks paper products at all points of use.
7. Waxes floors and operates buffing machine. Mops and buff cafeteria.
8. Vacuums and cares for building carpeting.
9. Washes windows and furniture.
10. Move furniture
11. Picks up litter and debris on outside school grounds.
12. Makes minor repairs to equipment and furniture as needed.
13. Replaces light bulbs, tubes, ceiling tile, switch or outlet covers, and pencil sharpeners as needed.
14. Complies with laws and procedures for storage and disposal of trash and waste.
15. Monitors and reports the timekeeping records of all custodial employees in the school.
16. Helps in the selection, assignment, scheduling, and training of custodial staff.
17. Orders custodial supplies using the computerized work order system, maintains an inventory and recommends selection of suitable supplies, tools and equipment.
18. Inspects work of other custodial staff.
19. Evaluates the performance of the custodial staff on a regular basis.
20. Strives constantly to promote the safety, health and comfort of the students and employees.
21. Submit monthly light map to Plant Services first Wednesday of the month.
22. Use power lift to perform some tasks up to 40 ft.
23. Checks heating and air conditioning for proper operation.
24. Submits work orders to Plant Services by phone and/or computer.
25. Load and unload delivery trucks.
26. Delivery packages and messages.
27. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Supervisor of 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)**

Considerable experience as a custodian in a school and supervisory experience. Completion of a standard high school diploma or GED. Trade school course or equivalent combination of experience and training required. Must have thorough knowledge of proper procedures for cleaning and maintaining resilient tile floors, terrazzo floors and carpeted floors. Ability to read and write in English and follow written and oral instructions. Must be able to do basic math associated with mixing chemicals, square footage of surfaces to be cleaned and labor related calculations. Also give oral instructions. Ability to follow safety precautions to avoid injuries of minor cuts, falls, bruises, burns and scalds. Must have an excellent attendance record and demonstrated ability to exercise good judgment. Must be computer literate.

**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:** Area Custodial Supervisor, Supervisor of 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 Senior Custodian will be required to follow any other instructions and to perform any other related duties as assigned by Supervisor of 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