

## SENIOR CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for cleaning and maintenance of school buildings. Duties include cleaning activities, as well as semi-skilled repair and maintenance tasks. The Senior Custodian is responsible for overseeing the work of other cleaning and/or maintenance employees, while fully participating in the work. Responsibilities also include assisting the Head Custodian with inspections, inventory and correspondence, as needed. Work is performed under supervision of a Head Custodian or school administrator. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees the work of custodians, cleaners, and/or custodial workers during a scheduled shift;

Performs a variety of cleaning activities including but not limited to cleaning and washing walls, chalkboards, lockers, hallways, windows, lavatories and lavatory fixtures, kitchens and kitchen equipment, cleaning, dusting and waxing furniture;

Maintains floors by dust mopping, wet mopping, stripping, vacuuming, waxing, buffing and refinishing all types of floor surfaces;

Makes periodic inspections of custodial activities to ensure that work is performed according to established standards;

Makes minor repairs, empties waste receptacles, disposes of rubbish, and oversees removal of all trash;

Assists Head Custodian with maintaining records with regard to ordering supplies, inventory, attendance, contractors, correspondence and email;

Receives and responds to requests and complaints, and handles a variety of special requests;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, ABILITIES, SKILLS AND PERSONAL

CHARACTERISTICS: Good knowledge of building cleaning practices, supplies and equipment; good knowledge of building operations and simple building maintenance; ability to supervise the work of others; ability to perform cleaning and minor maintenance tasks; ability to understand oral and written directions; dependability; thoroughness; good judgment.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a comparable diploma and one (1) year of full-time paid experience in building maintenance and/or building cleaning; or
- b) Two (2) years of full-time paid experience in building maintenance and/or building cleaning; or
- c) An equivalent combination of education and experience as above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.