

# SCHOOL CUSTODIAN

JD LOCATOR: 4.20.1

Revised: 4/01, 12/07

REPORTS TO:	Head Custodian, Building Administrator, and Director of Maintenance/Facility Safety Advisor
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent for Human Resources.

## JOB SUMMARY

To perform custodial work required for the routine cleaning and upkeep of the buildings and grounds to ensure a safe and healthy environment for students, staff, and the community.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.***

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**NOTE:** Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Receives and follows instructions as directed by head custodian in collaboration with building administrator and Director of Maintenance/Facility Safety Advisor.
2. Informs head custodian of needed supplies and equipment in a timely manner as to not hinder the continued performance of job duties.
3. Lifts and moves furniture, supplies, and equipment as directed.
4. Assists with the preparation of special events and activities to include, but not necessarily limited to, setting up, tearing down, and cleaning.
5. Performs minor maintenance and repairs; immediately reports to head custodian/building administrator needed major repairs by maintenance personnel.
6. Corrects any minor safety hazards; immediately reports to head custodian/building administrator major safety hazards and damage to school property.
7. Maintains a high level of cleanliness of school property and grounds.
8. Cleans and dusts chalkboards, furniture, exhibit cases, fixtures, doors, trim, and related furnishings.
9. Cleans all glass including partitions, framed pictures, doors, windows, etc.
10. Sweeps and/or vacuums classrooms and other areas daily.
11. Scrubs, mops, disinfects, and polishes hard-surfaced floors in restrooms, cafeteria, hallways, classrooms, etc. as required.
12. Cleans and disinfects restrooms and drinking fountains daily.
13. Regulates the heat, ventilation, and air conditioning systems to provide an environment appropriate to the seasons and to ensure economical usage of fuel, water, and electricity.
14. Monitors and turns off unnecessary lights outside of school/office hours except for those left on for safety/security reasons.
15. Takes appropriate measures to ensure the security of the building/premises and assigned keys.
16. Keeps floors, walkways, steps, and hallways in a clean, safe, and attractive condition at all times, especially during periods of inclement weather.
17. Keeps buildings and grounds neat and clean at all times by mowing and trimming the grass, cultivating and caring for shrubbery, trees, and flowers as necessary.
18. Removes trash and debris from all classrooms, hallways, offices, and other rooms daily.

19. Stores and disposes of trash and waste materials in compliance with all state/federal laws and district procedures.

#### SUPERVISORY RESPONSIBILITIES

None

***QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.***

#### EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Minimum of one year successful prior experience in custodial work preferred.
3. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
4. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

#### COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

#### MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

#### REASONING ABILITY

1. Ability to interpret and apply a common sense understanding to a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

#### OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and properly utilize various machines/equipment especially as machines/equipment are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.

7. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
8. Ability to work independently with minimum supervision.
9. Ability to use independent judgment and demonstrates initiative to act without being asked.

**PHYSICAL DEMANDS:** *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; talk or hear and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**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.*

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

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Employee's Signature	Date	Supervisor's Signature	Date
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