

ASHTABULA AREA CITY SCHOOLS  
JOB DESCRIPTION

CUSTODIAN

The job of Custodian is done for the purpose of maintaining an attractive, sanitary and safe facility. Provide adequate arrangements for classroom activities and events, arrangements for meeting; and minimize property damage, loss and liability exposure. Custodian work hours may vary by assignment.

QUALIFICATIONS:

High School diploma or GED.

Provide an employment and/or school record indicating regular attendance, stability, safety consciousness; cooperation, responsibility and preferable experience in building maintenance or related duties/trades.

Successfully complete State and Federal required background checks.

Successfully complete district required pre-employment physical examination and drug and alcohol screening.

Must successfully complete a test of basic custodial skills and knowledge with a passing score of 75% for new hire employees and employees entering the custodial classification as of June 1, 2017.

Knowledge and use of appropriate job safety procedures.

Ability to operate cleaning equipment (buffers, shampooers, vacuums, scrubbers).

Successfully complete the Global Harmonization System Test of classification and labeling of chemicals.

Ability to properly use cleaning agents and supplies; perform basic math to calculate accurate dilution of cleaning agents (add, subtract, multiply, divide whole numbers, fractions, decimals and calculate percentages).

Ability to work independently with minimal supervision.

Ability to perform reasonable heavy work/physical labor safely (occasionally lifting/moving 100 pounds and frequently lifting 50 pounds); demonstrate physical dexterity (lifting, carrying, pushing, pulling, stooping, reaching/handling/ near/far visual acuity/depth perception).

Experience with boiler operations is preferred.

Ability to read (warning labels), write (brief messages) and accurately follow oral and written instructions.

Ability to walk up and down stairs, climb up and down ladders and work in confined spaces.

Ability to recognize and respond to emergencies quickly and calmly.

Ability to communicate in a polite and respectful manner with students, parents and Other employees.

Ability to work with other employees in a cooperative, productive manner.

Must maintain a neat, clean personal appearance.

Promote the welfare and educational philosophy of the school district.

Take pride in the position and the work.

#### REPORTS TO:

1. Building Principal
2. Director of Operations/Maintenance Supervisor

#### JOB GOAL:

To effectively perform those activities concerned with keeping the physical plant ready for daily use. Promote the educational philosophy and image of the AACS district.

#### PERFORMANCE RESPONSIBILITIES:

- Operates and provides preventative maintenance for heating, ventilating and air conditioning equipment.
- Maintains safe conditions in and around the building. Removes ice and snow and applies ice melt/salt.
- Assists other custodial employees/personnel as may be required for the purpose of supporting them in the completion of their work activities in exceptional circumstances.

- Cleans school facilities (classrooms, offices, multi-purpose rooms, grounds, windows, restrooms, sinks, carpets, floors, garbage cans, wastebaskets, gyms, cafeterias, auditoriums and other areas as directed by the Principal and/or other supervisors for the purpose of maintaining a safe, sanitary and esthetically pleasing/attractive environment.
- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events (regular school, community education, special events).
- Accepts deliveries of a variety of items (supplies, mail, packages, furniture) and occasionally assists in distributing the materials to the appropriate parties.
- Assists in the delivery of foods and equipment coming in and leaving the building.
- Provide Principals or the Supervisor, other site personnel and students of any information regarding activities, safety and /or proper maintenance of facilities.
- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety (lock/unlock doors, secure gates, check windows and turn lights on/off).
- Occasionally repairs furniture, equipment and performs minor building maintenance for the purpose of ensuring that items are available and in safe working condition.
- Request supplies through the Principal/Supervisor for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities.
- Maintain grounds and safety operate power and hand tools as required to ensure a safe, clean, attractive esthetically pleasing image of AACCS.
- Performs other duties as required/assigned within the scope of work.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The employee shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. The employee shall help instill in students the belief in and practice of ethical principles and democratic values.

**WORKING CONDITIONS:**

Exposed to dirt, odors, heights, cleaning chemicals and variable temperatures and weather conditions; requires moderate physical effort to include frequent lifting and moving up to 50 pounds and occasional lifting up to 100 pounds (e.g. moving freight, cabinets, cases of supplies); frequent stooping and bending, climbing ladders; and extended periods of standing and walking; may work varied shifts and hours to include occasional weekends and holidays.

This description is intended to illustrate the level of work difficulty and kinds of job duties that may be assigned to positions in this classification and should not be interpreted to describe all the duties that may be required in an individual position. The use of a particular expression or illustration to describe duties does not exclude the assignment of other duties not mentioned that are of similar kind or level of difficulty. The described job duties do not constitute a written or implied contract of employment. Ashtabula Area City Schools Board reserves the right to revise or change job duties, job hours, and responsibilities per the terms and conditions of the Master Agreement.

**TERMS OF EMPLOYMENT:**

Hours and days in accordance with the position.

**EVALUATION:**

Performance of this position will be evaluated annually in accordance with the provisions of the Master Agreement.

REV: 03/28/2011

REV: 06/01/2017