



BECKER PUBLIC SCHOOLS JOB DESCRIPTION

Job Title: Custodian/Maintenance

Revision Date:

Last Classification Review:

Exempt Status: Non-Exempt

Department: Buildings & Grounds

Reports To: Director of Buildings & Grounds

Job Summary:

Under the direction of the Director of Buildings & Grounds, the Custodian/Maintenance is responsible for performing general cleaning within assigned building areas, hallways, restrooms, gyms, locker rooms, cafeterias, and school areas in accordance with cleaning schedules and work assignments in providing a safe, clean learning environment for students, staff, and faculty. The Custodian/Maintenance assists in the set up and tear downs in preparation for building events, evening activities or classes within the building, as assigned by the Night Lead or Day Lead Custodian and performs routine maintenance/repair activities, as assigned.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

- Sanitizes and cleans restrooms in accordance with established assignments and cleaning schedules.
 - a) Scrubs and sanitizes sinks, countertops, door handles, faucets, toilet flush handles, soap, and paper dispenser handles.
 - b) Cleans, polishes and rinses chrome fixtures.
 - c) Cleans and sanitizes toilet stools and urinals and makes sure they are operating properly.
 - d) Cleans mirrors and window ledges.
 - e) Scrubs and sanitizes restroom floors.
 - f) Refills paper goods, soap dispensers and deodorizers.
- Provides cleaning services for classrooms, offices, cafeteria, kitchens, hallways, locker rooms, gymnasium, and all areas required in school building.
 - a) Sweeps, vacuums and/or mops floors and hallways daily. Cleans hallways, entryways, restrooms, locker rooms, classrooms, or cafeteria.
 - b) Dust mops or wet mops rooms and floors and classrooms, as necessary.
 - c) Empties waste baskets and recycle baskets.
 - d) Scrubs soap and towel dispensers, countertops, and walls.
 - e) Collects and empties trash.
 - f) Sanitizes countertops, sink, chairs, and desks.
 - g) Cleans glass windows on doors daily.
 - h) Cleans gymnasium(s).
 - i) Vacuums carpets and entry mats.
 - j) Cleans and disinfects spills and stains as required.

- k) Cleans hallways, entryways, restrooms, locker rooms, classrooms, or cafeteria.
 - l) Strips, mops, waxes, buffs, and cleans floors.
 - m) Clears snow and ice from entryways during winter season.
- Performs routine repair and maintenance activities within the building, as assigned, such as replacing filters, repairs to toilets, sinks, fountains, furniture, desks, etc.
- Assists with the set up and take down of equipment and materials needed for scheduling building activities, meetings, events, or functions within the building. May provide assistance in unloading deliveries to the building, moving desks, furniture, and equipment within the building, as assigned.
- Participates in extensive summer cleaning schedules, routines, and projects in building preparations for the new year.
 - a) Removes furniture from all classrooms; cleans sinks; washes walls and windows; strips and seal waxes floors.
 - b) Shampoos all carpets.
 - c) Participates in painting projects.
- Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of a HS Diploma and prior custodian and/or maintenance experience.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Knowledge of use and operation of all equipment required in the performance of the job.
- Knowledge of all safety precautions and risk management procedures and proper lifting mechanics.
- Knowledge of the application, use and proper storage of all chemicals used in performance of the job.
- Knowledge of cleaning techniques and materials.
- Knowledge of floor and carpet care.

Essential Skills Necessary To Perform The Work:

- Following assigned cleaning schedules and assignments in accordance with department standards and requirements.
- Using tools and cleaning equipment.
- General and routine facility repair and mechanical skills.
- Reading, understanding, and following safety procedures and written instructions.
- Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.
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- Reading, understanding, and following safety procedures and written instructions.
- Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.

Work Environment:

Employee may have risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns, and skin absorption. The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures.

Physical Job Requirements:

Employee is continuously required to walk, reaches with hands and arms; frequently uses hands/fingers dexterously, stoops, kneels, and/or crouches; intermittently stands, sits, climbs and/or balances in the performance of the job. Exerting up to 50 lbs. pounds of force frequently and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.