

BEREA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CUSTODIAN I & II**

File 407

Reports to: Supervisor of Buildings and Grounds and Head Custodian

Job Objective: Performs custodial duties to protect and preserve buildings, grounds, equipment, and furnishings.

- Minimum Qualifications:**
- High school diploma. Post-secondary training in a trade is desirable.
 - Meets all mandated health screening requirements.
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Commitment to keep current with skills essential to the objectives of the position.
 - Skill/experience in boiler operations, maintenance, and basic repair procedures.
 - Knowledge about building systems (e.g., HVAC, fire suppression, security, communication, etc.).
 - Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).
 - May be required to obtain a pesticide application license and/or asbestos hazard certificate.

NOTE: Custodian I employees may obtain custodian II status when the following competency requirements are attained: completion of satisfactory probationary period; recommendation of the supervisor of building and grounds; three (3) years working experience in the custodial department; satisfactory performance evaluations; holds a valid boiler operator's license; demonstrates skill proficiency and completes all training deemed essential as determined by the board of education.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs custodial duties. Takes the initiative to perform routine tasks independently.
- Keeps supervisors informed about emerging issues.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes and re-supplies toilet rooms. Cleans furniture, fixtures, walls, and windows.
- Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Performs minor repairs. Avoids disrupting building activities except during emergencies.
- Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities, and/or shutdown.
- Performs routine grounds keeping activities (e.g., mows grass, trims trees/shrubs, etc.).
- Maintains playground areas and equipment as directed.
- Assists with snow removal operations as directed.
- Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- Documents all injuries that require treatment.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Checks daily schedule to find out if a school activity requires preparation or clean up.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.).
- Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Works with staff to manage or eliminate risk factors.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Berea City School District Board of Education.

The Berea City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.