



## Job Description

**Job Title:** Custodian  
**Department:** Custodial Department  
**Reports To:** Head Custodian  
**FLSA Status:** Nonexempt

### **General Statement of Duties**

The fundamental reason this classification exists is to keep all district facilities in clean and orderly condition. The Custodian assists with the daily functions and duties of the Custodial Department and is responsible for performing, and ensuring completion of all custodial assignments.

### **Essential Duties and Responsibilities**

- Strive to support the district's mission, instructional goals, and objectives.
- Perform various duties in regard to repairs, maintenance, and equipment operation in order to maintain good working condition of equipment and facilities.
- Maintain building by performing routine duties such as, but not limited to: sweeping, dusting, arranging furniture and setting up for activities, emptying trash receptacles and pencil sharpeners, cleaning chalkboards, and other related cleaning activities.
- Maintain building by performing maintenance duties such as, but not limited to: washing walls, woodwork and windows, cleaning and polishing metal surfaces, and changing light bulbs.
- Perform building repair and preventative maintenance to all district facilities such as, but not limited to: minor replacement and/or repair of doors, windows, and hardware, painting, and minor repair of walls and floors.
- Clean and maintain hard surface floors by wet mopping and spot cleaning.
- Clean, sanitize, and deodorize restrooms and locker rooms.
- Perform snow removal and ensure walks and steps are kept clear of ice and snow. Use chemicals on walks and steps as deemed necessary.
- Operate security system. Secure building at the conclusion of shift.
- Visually inspect facilities to locate unsafe or unclean areas. Notify supervisor concerning need for major maintenance or repairs of equipment, furnishings, light fixtures, heating and ventilating equipment, and building and grounds.
- Plan and complete work assignments in a timely manner.
- Maintain an orderly work site.
- Collaborate with school staff to ensure a clean and safe environment. Ensure maintenance and custodial activities do not interfere with the educational process.
- Attend meetings, training, and seminars as deemed appropriate and necessary by the district.
- Work with highly sensitive personnel and student information. Maintain confidentiality of work related information.
- Perform duties in a manner consistent with safe practices and policies. Perform all duties in compliance with safety standards established by the district.
- Due to the nature of the duties and to promote the efficient operations of the district, it is necessary for the employee to work the assigned and scheduled shifts.
- Perform other related duties and functions as assigned.

### **Minimum Qualifications**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and Experience**

- High school diploma or general education degree (GED).
- One (1) year experience in custodial work preferred; an equivalent combination of education and experience may be acceptable to the hiring authority.

### **Skills and Abilities**

- Read and comprehend simple instructions, safety procedures, short correspondence, and memos.
- Write simple correspondence.
- Present information effectively in one-on-one and small group situations.
- Use basic math skills.
- Apply common sense understanding to carry out detailed but uninvolved written or verbal instructions.
- Deal with problems in standardized situations.

### **Certificates, Licenses, Examinations**

- Successful completion of written tests and/or verbal interviews.
- Evidence that criminal background check and required physical examination have been conducted in accordance with South Dakota Codified Law.
- Other such examinations as deemed necessary by the district.

### **Physical Demands and Environmental Conditions**

The physical demands and environmental conditions 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 reach with hands and arms and use hands to handle, repair, or operate various tools and equipment.
- The employee regularly is required to stand, walk, stoop, kneel, or bend and occasionally climb, balance, crouch, reach or crawl.
- The employee must regularly lift and/or move up to 50 pounds.
- The employee is subject to work overtime if the situation arises which requires immediate attention, with approval by the Supervisor of Buildings and Grounds.
- The employee is required to use personal protective equipment when operating saws, lawn equipment, and other noisy or hazardous equipment or chemicals.
- The noise level in the work environment varies.
- The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock.

### **Performance Evaluation**

Performance of this position will be evaluated by the supervisor in accordance with the provisions of the School Board Policy GDN.

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**