

TITLE: Custodian

FLSA Status: Non-Exempt

DEPARTMENT: Operations

REPORTS TO: Custodial Supervisor/Director of Operations

BASIC FUNCTION: Ensure that the school remains clean, safe, and well-maintained for students, staff, and visitors.

TERMS OF EMPLOYMENT: Letter of Assignment

ESSENTIAL FUNCTIONS:

1. Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created
2. Perform basic maintenance tasks such as replacing light bulbs, minor plumbing repairs, and changing HVAC filters.
3. Report any major maintenance needs or safety hazards to the facilities manager or principal.
4. Sweep, mop, and vacuum floors in classrooms, hallways, offices, and other areas.
5. Empty trash cans and replace liners, ensuring proper disposal of waste.
6. Clean and disinfect restrooms, including toilets, sinks, mirrors, and floors.
7. Dust and wipe down furniture, desks, shelves, and surfaces in classrooms and common areas.
8. Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
9. Refill soap dispensers, paper towels, and other sanitary supplies.
10. Keep outdoor areas, including sidewalks, playgrounds, and parking lots, free of debris and litter.
11. Assist in setting up tables, bleachers, chairs, and equipment for school events, assemblies, or meetings.
12. Ensure rooms are restored to their original condition after events.
13. Respond promptly to any cleaning or maintenance emergencies, such as spills, leaks, or accidents, ensuring the safety of the school environment.
14. Strip, seal, finish and polish floors.
15. Requisition supplies or equipment needed for cleaning and maintenance duties.
16. Clean windows, glass partitions, mirrors, using soapy water or other cleaners, sponges, or squeegees
17. Clean and sanitize student tables and desks daily.
18. Assist with other duties as assigned.

HIRING SPECIFICATIONS:

Required:

- High School Diploma, GED, or equivalent.
- Valid driver's license
- Pool certification in buildings where pools are located
- Interpersonal skills that exhibit friendliness, tact, patience and courtesy.
- Satisfactory written and verbal communication skills.
- Satisfactory organizational, multi-tasking, and prioritizing skills.
- Must be flexible and adaptable to meet the daily requirements of the position.

Desired:

1. Successful custodial work experience in a school setting

PHYSICAL DEMANDS:

Postures/Positions	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
Sitting		X		
Standing				X
Walking				X
Bending/Stooping				X
Squatting/Crouching			X	
Kneeling		X		
Crawling		X		
Climbing Stairs			X	
Climbing Ladder		X		
Reaching Forward				X
Reaching Above Shoulders			X	
Grasping (holding)				X
Gripping (forceful)			X	
Pinching		X		

Lift Floor to Waist	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds				X
11-20 pounds				X
21-50 pounds		X		
51-100 pounds		X		
> 100 pounds	X			

Lift Waist to Shoulder	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds				X
11-20 pounds				X
21-50 pounds			X	
51-100 pounds		X		
> 100 pounds	X			

Lift Above Shoulder	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds				X
11-20 pounds		X		
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Pushing/Pulling (lbs force)	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds				X
11-20 pounds				X
21-50 pounds			X	
51-100 pounds		X		
> 100 pounds	X			

Other Job Requirements	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
Operate Vehicle		X		
Foot Pedals		X		
Working at Heights		X		
Vibratory Tools		X		
Work with Chemicals				X

Working Environment	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
Indoors				X
Outdoors			X	
Extreme Heat		X		
Extreme Cold		X		
Dust			X	
Fumes			X	
Vapors			X	
Noise			X	

Legend for Frequency:

- **Constant:** 6-8 hours per day
- **Frequent:** 4-6 hours per day
- **Occasional:** 2-4 hours per day
- **Rare:** Less than 2 hours per day

The Bettendorf Community School District does not discriminate on the basis of age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity, disability, marital status or socioeconomic status. The district is an affirmative action/equal employment opportunity employer.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.