

Canfield Local Schools Job Description

Position: Custodian

Reports to: Head Custodian and Building Principal

Employment Status: Twelve Months

Description: Assume responsibility for the condition of the physical plant by maintaining the equipment, building and grounds at a high level of safety, cleanliness and repair.

NOTE: The below lists are not ranked in order of importance

Specific Responsibilities:

1. Ensure a safe and clean environment for students and staff. Follow all safety rules and regulations of the school district.
2. Work cooperatively with the building principal and head custodian to ensure a smooth operation of the building facilities.
3. Perform those duties designated involving the cleanliness, sanitation, and maintenance of the building and grounds to which assigned. These include sweeping stairs, halls, classrooms, and office area; cleaning and servicing rest rooms, and locker rooms; washing walls, mopping floors and entrance-ways; minor electrical mechanical and plumbing repairs, mowing of lawns; shoveling snow; and operation of the heating system.
4. Acquire a general knowledge of the assigned building. Know the location of the main shut-off controls and valves of all utilities, fire alarm system, as well as the individual electrical controls panels.
5. Follow the work schedule assigned by the head custodian and/or building principal, using prescribed cleaning methods.
6. Gain knowledge of the cleaning methods, equipment, and proper cleaning solutions used in different cleaning operations, and proper dilution of all cleaning solutions.
7. Responsible for activity arrangements, the area used, outside activities (such as lining of ball fields), set up for track, field events, and the security of the buildings.
8. Minor repairs, as necessary, when time permits.
9. Direct the work of temporary and substitute help in carrying out scheduled cleaning and maintenance work. Help them to become better informed and thorough while working a the various phases of the cleaning program. Provide a work schedule and directions to be followed when absent.
10. Mop, sweep, scrub, renovate and renew floors and other surfaces. Operate a scrubbing machine and wet and dry vacuum as necessary. Clean and maintain all machines and equipment used.

11. Clean and dust furniture, fixtures, windows, doors, trim and related furnishings.
12. Replace incandescent and fluorescent lights.
13. Move furniture, supplies, and misc. equipment as directed, including unloading supplies from delivery trucks.
14. Sweep or shovel snow and other debris from steps and walks as scheduled by head custodian and/or building principal. Use power equipment, when necessary and available, as scheduled. Salt icy steps and walks as needed.
15. Lock and unlock doors and windows to classrooms, as necessary to proper operation of the building. Turn off unnecessary lighting whenever possible.
16. Collect garbage, debris and junk. Place refuse in containers for removal by truck.
17. Wash windows, interior and exterior, as directed.
18. Clean or assist in cleaning heating system and mechanical equipment during summer cleaning period.
19. Help in all phases of cleaning during summer cleaning period.
20. Assume responsibility for the condition of service rooms and equipment located in his/her assigned work area. Maintain and clean these rooms and all equipment used.
21. Attend work regularly as scheduled.
22. Perform other duties that may be assigned by the head custodian and the building principal.

Minimum Qualifications:

- BCI&I and FBI check
- TB Test
- High School Diploma preferred

Required Knowledge, Skills, Abilities:

- Possess mechanical ability
- Ability to assume responsibility and work cooperatively with others.

Physical Requirements:

Possess physical characteristics and the physical ability to perform the functions of the position, including lifting, climbing ladders, and moving throughout the building.

Exposure to bloodborne pathogens and bodily fluids – Class I (high probability of exposure occurrence)

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.