

TITLE: CUSTODIAN WORK ASSIGNMENTS AND JOB DESCRIPTIONS

QUALIFICATIONS: 1. T.B. test and certificate of good health signed by a licensed physician.
2. Demonstrate aptitude or competence for assigned responsibilities.

REPORTS TO: Custodial supervisor

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

JOB DESCRIPTION RESPONSIBILITIES

1. Keep buildings and premises, including sidewalks, driveways, and play areas neat, clean and hazard-free at all times. The specific work areas and work schedule for said areas are described by the custodial supervisor. These tasks include but are not limited to: mopping, sweeping or vacuuming floors, dusting furniture, scrubbing and disinfecting toilet floors, toilet fixtures and drinking fountains, clean chalkboards and chalk trays, wash all windows as directed
2. Performs such yard keeping chores as trimming bushes, trees, grass, and the like, as necessary, to maintain the school grounds in a safe and attractive condition. These tasks also include shoveling and salting walks, and steps as directed.
3. Checks daily to ensure that all exit doors and all panic bolts are working properly.
4. Keeps all floors in a clean, attractive, and safe condition and in a good state of preservation.
5. Perform minor repairs.
6. Reports major repairs needed to their supervisor.
7. Reports immediately to supervising personnel any damage to school property.
8. Assumes responsibility for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons are turned off.
9. Keeps an inventory of supplies and equipment on hand, requisitions such needed replacements far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.
10. Moves furniture or equipment within buildings as required for various activities and as directed by the principal or supervisor.
11. Work independently
12. Communicate clearly and concisely and establish effective relationships with those contacted during the course of work

13. Maintain a courteous, friendly and helpful attitude toward students, visitors and staff
14. Lift and carry up to 50 pounds
15. Display individual initiative and when time permits, complete additional tasks which will improve the overall condition and/or appearance of the facilities
16. Perform other duties as assigned.

TERMS OF EMPLOYMENT: Twelve months- Salary, work year, and benefits established by the collective bargaining agreement.

EVALUATION: Performance of the job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

- Physical ability to perform the above listed essential functions.
- Requires prolonged sitting or standing.
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials. Ability to lift and carry at least 50 lbs.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.
- Requires climbing and balancing.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.
- Must work in and around dust, fumes, and odors.
- Must be able to drive a car, pickup truck, or other vehicle.
- Must be able to work in high places.
- Must be able to see and read fine print and work with small component parts. Must demonstrate normal depth perception.
- Manual dexterity to manipulate small objects and handle tools safely.

WORK ENVIRONMENT:

The environmental demands described are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or the operation of equipment.
4. Function in a workplace that is usually moderately quiet but can be noisy at times.

The information contained in this job description is in compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Approved by:

Date _____