

Position Title: Custodian

Reports To: Primary: Building Principal
Secondary: Director of Buildings and Grounds

Job Goal: To provide students, school personnel, and the public with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, attend activities and develop.

Preparation, Experience, Skills:

- A pleasant personality with the ability to get along with other people.
- Able to obtain a satisfactory statement of health.
- High school diploma or equivalent (work experience may be substituted).
- Ability to follow oral and written instructions.
- Ability to perform tasks with minimum supervision.
- Possess physical strength, stamina, and endurance with the ability to do vigorous manual work and heavy lifting, work from ladders, lifts, scaffolding, bleachers, and stages.
- Knowledge of modern cleaning methods and the use and care of materials, tools, and equipment.
- Willingness to voluntarily fulfill overtime obligations.
- Participate in 12 hours of in-service/workshop activities annually.

Principle Duties:

- Perform general cleaning, such as mopping, vacuuming, dusting, cleaning of carpets, blinds, windows, and furniture, emptying of waste receptacles, cleaning toilet facilities and filling dispensers.
- Clean light fixtures and replace bulbs.
- Assist in cleaning sidewalks and entries of snow and ice.
- Assist in cleaning the parking lot and immediate area outside of the building of trash.
- Setup, move, and arrange furniture/equipment for school functions.
- Carry out additional requests of school personnel and public as needed.
- Assist with minor building and equipment repairs.
- Responsible for the security of the assigned area.
- The above list of duties is not all-inclusive.

Physical Demands: *(The physical demands 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 sit, stand, speak, hear, see, and walk to carry out routine duties. Must be able to bend arms, torso, and neck. Must be able to occasionally lift, move, or push items of 50 lbs such as assisting children or moving/rearranging furniture. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to supervise students in all types of weather, meet multiple demands from several people, and interact with the public and other staff.

Work Environment: *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, or the public. May include evenings. Direct responsibility for the safety, well-being, and work output of students.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of Employment: 12-Month Employee
Salary Grade: 3

Date of Revision: 12/3/98

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources and Equity 401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246