

**TITLE:** ASSISTANT CUSTODIAN

**QUALIFICATIONS:** Demonstrated aptitude for successful performance of the responsibilities & requirements listed below.

**LICENSURE:** 2<sup>nd</sup> Class Boilers license preferred; Must obtain Special License after 1 year

**REPORTS TO:** Lead Custodian and Director of Buildings & Grounds

**JOB GOAL:** Perform general cleaning and maintenance to provide pleasant and safe surroundings for students, staff and general public.

**PERFORMANCE RESPONSIBILITIES:**

1. Represents the School District by assisting the general public in the use of school facilities.
2. Performs general cleaning and maintenance within the building.
3. Is responsible for building security.
4. Performs ground maintenance duties such as: landscaping, snow removal, mowing and other similar tasks.
5. Sets up equipment for sporting events, concerts and other specified events in accordance with the Facility Use Policy.
6. Special events may require specific equipment to be set up.
7. Performs non-major repairs to plumbing, heating and electrical equipment.
8. Maintain confidentiality as per mandated data privacy laws.
9. Other duties as assigned.

**PHYSICAL REQUIREMENTS:**

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.

- hearing and speaking to exchange information
- seeing to perform assigned duties
- dexterity of hands and fingers to operate equipment
- ability to bend, crouch, twist, reach, kneel, crawl, and balance during building maintenance activities
- pushing, pulling equipment that exceeds 100 pounds or lifting heavy equipment or supplies (up to 50 pounds)
- climbing stairs/ladders
- walking, standing or sitting for extended periods of time
- operating assigned equipment
- exposure to air contaminants, confined work spaces, dirt, electrical hazards, temperature extremes, noise, toxic materials and vibrations.

Offers of employment will be made contingent upon passing a pre-employment physical, and upon satisfactory evaluation of the results of a criminal background check. Candidates who refuse to submit to testing will be disqualified from the hiring process.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of noncertified personnel.

