

JOB DESCRIPTION

CUSTODIAN - EVENING SHIFT

Reports to: Assistant Buildings and Grounds Manager

Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

Daily during the school year:

- Clean classrooms in assigned areas using established practices and procedures: empty trash, vacuum, dust, spray & wipe down desks and whiteboards, clean door frames, handles, light switches, glass, and windows, and spot clean walls in the entrance area.
- Sweep, dust mop, and/or clean locker room, classroom, cafeteria, corridor floors, and stairwells.
- Empty hallway wastebaskets as needed, clean carpeted hallways, clean interior/exterior glass as assigned, check lights, and replace.
- Sweep stairwells as necessary, check walls and clean as needed, and replace light bulbs.
- Clean and sanitize restrooms, including toilets, sinks, and showers. Empty trash, sweep floors, stock supplies, clean water fountains, and check lights. Ensure space is ready for the next day.
- Empty trash in the cafeteria, sweep floors in the afternoon to prepare for events, and wipe off cafeteria tables.
- Secure facilities by locking all doors and closing windows.
- Be energy conscious and turn off any unnecessary lights or appliances not being used.
- Receive, log, and deliver all supplies, equipment, and communications (UPS, FedEx, etc.) that arrive each day.
- Unload and/or relocate supplies, furniture, and equipment as directed.
- Be on call for emergencies (blood spills, food spills, emergency setups, deliveries, etc.).

All custodians must perform other duties as assigned by the supervisor, including, but not limited to:

- Assist in cleaning and maintaining equipment, including painting.
- Assist in emergency clean up, including boarding of windows, snow removal, and flood containment.

- Sweep, dust, mop, and/or wet wash locker room, classroom, cafeteria, and corridor floors. Wax and buff the aforementioned as necessary or directed.
- Assist in daily set-ups for the general campus, meetings, rentals, athletics, theatrical events, and banquets.
- Assume all/part cleaning responsibilities for other sections when necessary.
- Specialty heavy cleaning.
- Perform minor repairs as assigned.
- Assist in cleaning, relocation, and setups at off-campus and district buildings.
- Assist Maintenance staff when directed.

Qualification Requirements:

1. Ability to read and understand basic directions and operating instructions such as safety rules and procedure manuals. Ability to communicate verbally to staff, students, and community visitors while demonstrating a positive attitude.
2. High school diploma or general education diploma (GED).
3. Ability to work in a building alone, identify & take action to remedy potential safety or health concerns.
4. Demonstrated aptitude for successful completion of essential duties and responsibilities.
5. Maintained regular attendance.
6. Positive attitude and spirit of collaboration.

Physical Requirements:

1. Ability to perform physical labor in all possible weather conditions (rain, cold, snow, heat, wind); ability to climb stairs and ladders occasionally.
2. Ability to stand, walk, bend, reach and the ability to frequently lift/push/pull over 50 lbs. in performing various assignments, as well as the ability to operate all related equipment.
3. Certification of good health signed by a licensed physician.

The information contained in this job description is for compliance with the Americans 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.