



## DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

<b>TITLE:</b> Custodian	<b>DATE:</b> January 2015
<b>DEPARTMENT/GROUP:</b> Facilities	<b>LOCATION:</b> Assigned District Location
<b>REPORTS TO:</b> Head Custodian (with direction from Principal)	<b>FLSA:</b> Non-exempt

**JOB SUMMARY:** To perform custodial work required for the routine cleaning and upkeep of buildings, grounds and assigned equipment.

**ESSENTIAL FUNCTIONS:** *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Works independently and with others in an office and/or school environment.
2. Performs general cleaning tasks and provides customer service in regards to school operations.
3. Performs limited maintenance tasks, including minor carpentry, plumbing, electrical, ventilating repairs, minor equipment maintenance, climbing ladders, and painting.
4. Performs grounds maintenance, including mowing, trash pickup, sweeping, trimming, raking, watering, snow removal, and salting (de-icing).
5. Uses proper safety procedures and complies with all safety regulations, especially relating to use of cleaning chemicals, hazardous work conditions and weather conditions. (Some duties may require protective clothing and equipment.)
6. Completes building tasks under the direction of the head custodian and/or principal to accommodate school functions and events, including event set-up and logistics for building activities and facilities use.
7. Completes separation and removal of recyclable materials in accordance with policy.
8. Monitors and report any alarm issues, such as burglar or fire alarms, in accordance with building procedure notification list.
9. Dilutes chemicals and cleaning fluids as required to properly clean and/or sanitize.
10. Communicates with staff, parents, and children regarding school functions.
11. Communicates building safety and security needs to head custodian and/or principal.
12. Performs building security tasks, including opening and securing building.
13. Distributes school supplies to staff as required.
14. Travels distances from one location to another as needed for projects, training, and general building operations.
15. Performs the work described herein without posing a direct threat to the health or safety of himself/herself or others. Constantly required to demonstrate good judgment and safety precautions.
16. Works such additional hours and days as may be assigned to complete functions on a timely basis.
17. Performs all other tasks necessary to enable the employee to perform the essential functions set forth in this job description.
18. Executes all applicable policies and directives of the School Board.
19. Adapts to scheduled shift changes that will occur throughout the year to accommodate summer restoration, training, and group activities.

*This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.*

**ADDITIONAL FUNCTIONS:** *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodations.*

1. May be expected to respond to building issues outside of normal working hours.
2. May be required to attend position-related education and training opportunities.
3. Other duties as may be assigned.

**QUALIFICATIONS:** *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. High school diploma or equivalent.
2. Ability to properly use all types of commercial vacuum cleaners, stripping and buffing machines, lawn mowers, snow plows, and any special tool or piece of equipment assigned for the performance of duties.
3. Ability to use hand tools (e.g. hammer, shovel, and screwdriver), power tools (e.g., radial saw, reciprocating saw, drill, pneumatic hammer).
4. Sufficient mathematic skills, sight and dexterity to properly use and dilute cleaning chemicals and floor finishes.

5. Knowledgeable of safety regulations, proper methods for using and storing cleaning chemical and floor finishes and procedures for working in areas with asbestos containing materials.
6. Ability to operate equipment (e.g., tractor, lift, auto-scrubber).
7. Ability to exert up to 100 lbs. of force occasionally, lift and/or exert up to 50 lbs. of force frequently, lift and/or exert up to 20 lbs. of force constantly to move objects.
8. Ability to perform tasks at different height levels.
9. Ability to multi-task and prioritize multiple responsibilities.
10. Ability to effectively communicate with staff, students, parents, and the public in a professional manner.
11. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
12. Candidate must adhere to all local, state, federal, and school code requirements for employment.

**NOTICES:**

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.
6. This position is subject to possible exposure to asbestos containing materials and noxious gases.
7. The School District retains the right to change the building assignment of this position.

I have read and understand the expectations contained in this position description.

Position Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

A copy of this form may be obtained in the Human Resources Office.  
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