

**CENTERVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: CUSTODIAN/GROUNDSKEEPER/MAIL COURIER/MAINTENANCE SUPPORT **File 602**

Reports to: Assigned administrator/supervisor

Job Objective: Performs general custodial duties.

Minimum Qualifications:

- High school diploma or GED. Custodial skills verified by training and relevant work experience.
- Available to work a non-traditional schedule and irregular hours when needed.
- Basic computer proficiency or commitment to promptly acquire job-related technology skills.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.).
- Maintains a record free of criminal violations that prohibit public school employment.

Preferred Attributes: Effective interpersonal skills. Conscientious and self-directed.

Physical Demand Level¹: Medium strength (frequently lifting/carrying 26+ lbs.). Duties require communicating verbally, crouching, operating power equipment, pushing/pulling with both hands, reaching overhead, standing/walking while working, stooping, and using hand tools.

¹ Abridged listing of U.S. Department of Labor physical demand characteristics.

Note: Legally acceptable alternative qualifications, additional assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

1. Uses technical and manual skill to clean and maintain designated areas or buildings. Maintains the aesthetic and functional purposes of landscaping, lawns and athletic/practice fields. Delivers mail, supplies and equipment.

- Identifies work priorities to focus on tasks that require immediate attention.
- Respects the educational environment. Avoids disrupting building activities.
- Maintains orderly work/storage areas. Dry mops/washes floors. Cleans furniture, fixtures, walls, and windows. Provides regular trash removal. Moves furnishings, supplies, and equipment as directed. Cleans lockers. Replaces light bulbs. Cleans and re-supplies toilet rooms. Cleans glass, display cases, etc. Sanitizes handrails, drinking fountains, etc. Vacuums carpets. Spot cleans stains. Cleans carpets, floor mats, and runners. Strips, waxes, and buffs tile floors.
- Notifies the maintenance supervisor when building and grounds problems are noticed (i.e., electrical systems, HVAC equipment, plumbing, structural components, water leaks, etc.).
- Monitors work provided by outside vendors to ensure compliance with district specifications.
- Maintains flowerbeds, lawns, shrubs, trees and other landscaping elements. Fertilizes and seeds as needed. Maintains a pesticide log. Anticipates weather conditions to avoid work delays.
- Cleans site-specific areas (e.g., building perimeters, fences, parking lots, walkways, etc.).
- Maintains playground, recreation areas and practice fields as directed. Prepares athletic fields according to the conference/league and state athletic association regulations.
- Provides timely and dependable delivery services. Loads items for efficient routing/delivery. Reports packages/materials damaged in transit. Assists with the receipt of building deliveries.
- Monitors building security. Assists community groups as directed. Directs visitors to the office.
- Assists with special event preparation and cleanup activities as directed.
- Clears snow/ice from walkways and entrances. Assists with snow removal operations as directed.
- Assists with the receipt of building deliveries. Delivers/picks up materials as directed.
- Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Ensures the veracity and security of confidential information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.

- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

**Performance
Evaluation:**

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

**Working
Conditions:**

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and, to protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.