



CUSTODIAN

Reports To: Head of Maintenance/Custodial Supervisor

Job Objective: Performs general custodial services for the district to ensure a safe, clean, and accessible learning environment

MINIMUM QUALIFICATIONS

- High school graduate or GED
- Custodial skill verified by training and relevant work experience
- Basic computer skills/proficiency
- Able to work a non-traditional schedule and irregular hours
- Embraces high performance standards (e.g., engagement, proficiency, resilience, etc.)
- Maintains a record free of criminal violations that prohibit public school employment

PHYSICAL ABILITIES REQUIRED

Physical Demand Level¹: Physical Demand Level¹: Medium strength (frequently lifting/carrying 26+ pounds) 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 Abridge U.S. Department of Labor documentation of physical demand characteristics.

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

RESPONSIBILITIES and ESSENTIAL FUNCTIONS

Essential functions

- Uses technical and physical skills to clean and maintain designated areas or buildings
- Identifies work priorities to focus on tasks that require immediate attention
- Respects the educational environment and avoids disrupting building activities
- Maintain orderly work/storage areas
- Notifies the maintenance supervisor when building and grounds problems are noticed
- Monitors work provided by outside vendors to ensure compliance with district specifications
- Monitors building security
- Clears snow/ice from walkways and entrances, assist with snow removal operations as directed
- Assists with special event preparation and cleanup activities as directed
- Complies with Material Safety Data Sheet (MSDS) information
- Prepares paperwork as directed and ensures all required data is tracked and accurately recorded
- Consistently performs all aspects of the job and diligently pursues high quality results
- Maintains open/effective communications and serves as a reliable source of information
- Pursues opportunities to enhance job knowledge and skill performance



Yellow Springs Board of Education JOB DESCRIPTION

- Keeps current with emergency preparedness and response procedures
- Performs other specific job-related duties as directed

PERFORMANCE EVALUATION

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

WORKING CONDITIONS

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

The Yellow Springs Exempted Village School District hereby gives notice that it does not discriminate on the basis of age, race, color, national origin, ancestry, sex (including gender identity, sexual orientation), pregnancy, religion, disability/handicap, citizenship status, or veteran status or any other legally protected category in its educational programs, activities, employment policies, or admission policies and practices, as required by law. Yellow Springs EVSD has a Section 504, Title VI, and Title IX coordinator.

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.

EMPLOYMENT TERMS

- *Terms of Employment: 260 days*
- *Classification: Classified*
- *Salary: Compensation per OAPSE negotiated agreement*

Updated: February 2024