Salary Schedule: Schedule K: Column III

Work Calendar: 260 days

Daily Work Hours: 8 hours

Status: Full-Time, Bargaining, Classified, SERS

FLSA Status: Non-Exempt

Supervisor: Supervisor of Buildings and Grounds

Job Objective:
Performs custodial duties to protect and preserve the school building, grounds, equipment, and furnishings. Keeps the supervisor and maintenance foreman informed about maintenance concerns and emerging issues. Works under the direction of the Supervisor to provide non-academic supports to ensure opportunity and access to each and every student.

Minimum Qualifications:
High school diploma or GED.
Documentation of a clear criminal record.
Custodial and/or building maintenance experience.
Basic mechanical, electrical, plumbing, and carpentry skills.
Ability to read and comply with Material Safety Data Sheets (MSDS).
Knowledge of pneumatic, microelectronic, and other HVAC control systems.
Proficient in boiler operations, preventive maintenance, and repair procedures.
Available to respond to building and/or service emergencies.
Ability to lift up to 50 pounds.

Responsibilities and Essential Functions of the Position:
1. Checks daily to find out if a school activity requires preparation or clean up.
2. Upholds board policies, follows administrative procedures and complies with the Employee Code of Conduct. Upholds computer technology acceptable use policies.
3. Promotes a favorable image of the school district.
4. Monitors building conditions during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.
6. Performs minor repairs that do not unduly disrupt the routine work schedule. Avoids disrupting building activities except during emergencies.
7. Monitors the building’s heating and ventilating equipment and reports problems.
8. Deals with unexpected situations (e.g., ill children, spills, broken glass, etc.).
9. Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed. Complies with the District’s Exposure Control Plan. Follows all reporting procedures.
10. Cleans, moves, and arranges furnishings, supplies, and equipment as directed.

Custodian

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11. Anticipates needs and replenishes consumable supplies to avoid interrupting the regular work schedule.
13. Inspects HVAC equipment as directed. Helps prepare boilers for annual inspections and summer shutdown.
14. Complies with safety regulations and environmental laws. Ensures that custodial supplies are labeled and stored safely.
15. Prepares and submits reports, records, and inventories as directed.
16. Promptly documents all injuries that require a medical referral.
17. Performs grounds keeping duties. Maintains and prepares equipment for storage.
18. Removes snow, ice, and debris along sidewalks to public entrances as directed.
19. Picks-up and delivers equipment, materials, and other supplies as directed.
20. Reports student discipline problems, vandalism, and other related concerns.
21. Inspects safety equipment (e.g., emergency lights, alarm systems, ground fault protectors, etc.) as directed. Anticipates and is prepared for fire, health, and safety inspections.
22. Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
23. Helps deal with unexpected circumstances or pressing district needs as directed.
24. Helps manage building security. Assists rental groups as directed. Directs visitors to the office. Secures the building at the end of the workday.
25. Takes precautions to ensure staff and student safety. Reports unauthorized persons or suspicious circumstances immediately.
26. Reports evidence of suspected child abuse as required by law.
27. Keeps current and shares knowledge about advances in equipment technology.
29. Participates in staff meetings and professional growth opportunities as directed.
30. Accepts personal responsibility for decisions and conduct.
31. Wears appropriate work attire and maintains a professional appearance.
32. Strives to develop rapport and serve as a positive role model for others.
33. Performs other specific job-related duties as directed.

**Ability Requirements:**
Demonstrates professionalism and maintains a positive work attitude.
Takes the initiative to identify and solve problems independently.
Effectively uses verbal, nonverbal, writing, and listening skills.
Verifies and correctly enters data. Completes detailed paperwork accurately and timely.
Works cooperatively to support a successful team effort.
Averts problem situations and intervenes to resolve conflicts.
Reacts productively to interruptions and changing conditions.
Performs repetitive tasks quickly.
Climbs and works from a ladder or platform that requires balancing skills.
Works in confined spaces that may limit physical movement.
Maintains an acceptable attendance record and is punctual.
Travels to meetings and work assignments.
Actively pursues and participates in professional growth and development.
Working Conditions:
Potential for exposure to bloodborne pathogens and communicable diseases.
Potential for interaction with disruptive and/or unruly individuals.
Exposure to adverse weather conditions and seasonal temperature extremes.
Duties require operating and/or riding in a vehicle.
Duties may require lifting, carrying, or moving work-related supplies/equipment.
Duties may require standing, reaching, bending, crouching, and/or kneeling.
Exposure to loud noises and equipment vibrations.
Duties may require operating power tools and exposure to electrical hazards.
Duties may require exposure to chemicals, combustible materials, airborne particulates, and odors.
Duties may require wearing protective clothing and using safety equipment.
Duties may require working under time constraints to meet deadlines.
Duties may require working during the evening and/or weekend.

Performance Evaluation:
Job Performance is evaluated in accordance with the policies adopted by the Trotwood-Madison City Schools Board of Education.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The responsibilities, essential functions, and requirements listed above are representative of performance expectations.
A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions of the position.

Trotwood-Madison City Schools is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and district needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity/expression, veteran status, or any other status protected under federal, state, or local law.”

By signing this job description, I am signing that I understand the requirements/expectations for my position.

________________________________________
Custodian

________________________________________
Date

Custodian

Revised October 2018