

# EASTERN CARVER COUNTY SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Custodian	<b>Department:</b> Buildings and Grounds
<b>Reports to:</b> Building Principal Director of Buildings and Grounds	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b>	<b>Bargaining/Work Unit:</b> Local 70
<b>Tier/Lane:</b> CUST1	<b>Position Last Updated:</b> February 2018

### SECTION II: JOB SUMMARY

Under general supervision, perform cleaning tasks and operation of various types of cleaning equipment to care for and maintain assigned buildings and related facilities.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Maintain building in a state of cleanliness and order
<b>Percent of Time:</b>	100%	

**Tasks involved in fulfilling above duty/responsibility:**

- Performs regular custodial duties such as mopping, sweeping, dumping trash, cleaning glass, vacuuming, cleaning and disinfecting restrooms, changing light bulbs etc.
- May be utilized to fill in at other locations if needed
- Locks and un-locks doors in building according to scheduled activities
- Set-up and clean-up for special events
- Shovels snow and / or removes ice as required
- Performs exterior cleaning duties such as sweeping sidewalks, picking trash etc.
- Moves furniture and equipment as needed
- Responds to the needs of building occupants and users
- Performs non-major repairs to building systems and equipment
- Ability to recognize hazards and take safety precautions to eliminate them or report to supervisor for action
- Responds to School Dude work orders
- Responds to emergencies as needed

**Other duties as assigned**

## **SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES**

- Able to operate equipment associated with custodial operations
- Demonstrated personal dependability / regular attendance
- Conflict management skills
- Ability to work positively with other building employees and groups
- Basic computer skills, i.e. Email
- Able to follow oral and written directions
- Communicates with students, parents, co-workers, supervisors, and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships
- Demonstrates an appreciation of diversity in all interactions and job functions
- Lifting/Carrying – Up to 10 lbs. Consistently – Up to 40 lbs. Frequently – Up to 75-100+ lbs. Occasionally
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission, and belief statements of Eastern Carver County Schools

## **SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS**

- High school diploma or equivalent
- Certified Building Operator Certificate preferred
- State of Minnesota Boilers License preferred
- Electrical – Licensed Unlicensed certification preferred
- OSHA Standard, Right To Know, Blood Borne Pathogens (provided upon hire)

## **SECTION VI: EXPERIENCE REQUIREMENTS**

- Minimum of two years custodial experience

## **SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS**

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

**(Indicate according to essential duties/responsibilities):**

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never   O=Occasionally (1-33%)   F=Frequently (34-66%)   C=Consistently (67-100%)				
Demands		Demands		Demands
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>
Standing	C	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids
Walking	C	Up to 25 pounds	F	
Sitting	O	Up to 50 pounds	O	
Talking in person/on the phone	O	Up to 75 pounds	O	Toxic chemicals
Pushing/Pulling	C	Up to 100 pounds	N	Moving parts
Hearing	C	More than 100 pounds	N	Electrical shock risk
Feeling, grasping, finger dexterity	O	<b>Noise Levels</b>		Explosives
Climbing, balancing	O	Quiet (i.e. private office)	N	Fumes
Stooping (bend at waist)	C	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)
Crouching, crawling, kneeling, Squatting	F			Extreme heat (non-weather)
Stretching/reaching with hands & Arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions
Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)	O	<b>Sight</b>
Distinguishing temperature	O			Vision for close work/ability to adjust focus
Traveling by automobile	O			Looking at computer monitor
				Color vision (identify & distinguish colors)
				Peripheral, depth perception

**Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.**