

# DRAFT

## POSITION DESCRIPTION

<b>Position:</b>	<b>Custodian (Non-Licensed FT/PT)</b>
<b>Purpose:</b>	To assist the maintenance/operations coordinator in maintaining the physical school plant and grounds in a condition of operating excellence in order to provide quality education and a safe environment for all staff and students.
<b>Primary Customers:</b>	<b>Internal:</b> Director of facilities and safety, maintenance operations coordinator, custodial staff, principal, and teachers. <b>External:</b> Students, parents, and community users.
<b>Position Qualifications:</b>	<b>Education/Certification:</b> High school graduate or equivalent. Certification of good health by licensed physician. CPR and first aid preferred. <b>Experience:</b> One-year custodial experience preferable. <b>Qualifications:</b> Knowledge of district policies and procedures. Ability to understand labels and comprehend operating directions, take direction from multiple sources. Ability to communicate with faculty and staff.

*All positions are designed to support the **MISSION** of the Eden Prairie School District:  
**Inspiring Each Student Every Day!***

### Essential Responsibilities:

**1. Assist in keeping assigned buildings and premises neat, clean, and safe at all times.**

Clean assigned work area, such as removing trash, vacuuming and sweeping, and scrubbing sinks and counters. Operate all types of power floor machines, scrubbers, wet and dry vacuums, and carpet maintenance machines. Comply with local laws for storage and disposal of trash, rubbish, waste, and flammable liquids. Report any unsafe situations to maintenance operations coordinator. Ensure that all sidewalks, stairs, and exits are free of snow and ice during the winter months. In summer months, more thorough cleaning, including cleaning furniture, walls, fixtures, and windows, will be assigned.

Result: School buildings are neat, clean, and safe at all times.

**2. Assist in keeping assigned buildings and premises in good repair.** Report all major and minor repairs to the MOC. Perform monthly safety check. Maintain assigned work area. Ensure that all exit doors are open and all panic bolts and devices are working properly during the hours of building occupancy including evening activities and events. Refill and make minor repairs and adjustments on dispensing machines. Perform minor repairs such as repairing faucets and

electrical switches, or adjusting doors.

Result: Buildings and premises are in good working order.

**3. Other duties.** Help regulate heat and electricity. Close window, doors, turn off unneeded lights, and appliances, and check for proper temperatures on thermostats. Set up/take down cafeteria for lunch, remove trash, scrub floor, leave area clean and neat. Open up school building in morning. Fill pop machines, bring supplies to copy room. Assist with recycling process, set up for special events. Respond to requests by staff for special assistance in their area.

Result: Other assigned duties are performed in an accurate and timely manner. Lunchroom is clean, safe, and orderly. School building is open in a timely manner.

### **Standard Measures of Accomplishment:**

1. Buildings and premises are cleaned and maintained in a professional and timely manner.
2. Repairs are noted and corrected to provide a safe, clean, and neat building and premises.
3. Facilities are set up for special events properly and in a timely manner.
4. Staff requests are responded to in a respectful and timely manner.
5. Customers are responded to in a respectful and timely manner.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

### **Terms of Employment**

Classification Number: Building Services Custodian (non-licensed)

Hours/Week: 40\*

Days/Year: 260\*

\*Hours and days of service are established by the school district and are subject to change according to district need.

Working conditions are determined by written contract between the Building Service Employees and the Eden Prairie School District.

### **Evaluation**

A continuous performance improvement process will be developed with the supervisor, the maintenance/operations coordinator.