

Edina Public Schools Job Description

Hourly Custodian

Reports to: Custodial Supervisor

Purpose of Position:

The Hourly Custodian is responsible for maintaining a clean, safe, and sanitary environment in which to work and learn.

Essential Duties and Responsibilities:

- Performs routine and project cleaning of assigned classrooms, office areas, meeting rooms, corridors, lavatories, and locker rooms.
 - Empties waste receptacles; vacuums and sweeps floors; disinfects and cleans sinks, fixtures, walls, floors, mirrors, furniture, and fountains; straightens furniture; refinishes hard surface floors; and extracts carpet.
 - Keeps paper and soap dispensers filled and functioning.
 - Ensures odor control.
 - Follows procedures for storing, disposing, and recycling trash and hazardous waste.
 - Replaces bulbs and lenses, and ballasts if qualified.
- Completes set-ups and take downs of chairs, tables, and heavy or bulky equipment according as directed or according to written plans.
- Cleans up and sanitizes after accidents or illness.
- Assists in cleaning and monitoring boilers, vents, and air handling equipment.
- Responds to requests and problems offering general assistance to other employees and visitors.
- Maintains and properly stores tools and equipment.
- Ensures all products and equipment are properly stored upon completion of a project.
- Follows all security measures when opening or closing a facility.
- Reports to supervisor all repairs concerns for the facility.
- Other duties as assigned.

Required Qualifications:

- High school diploma or equivalent.
- Established good work record.
- Must be willing and able to obtain boiler license for assigned building.
- Ability to collaborate effectively with other employees.
- Knowledge of proper handling and disposal of hazardous materials in compliance with state and federal laws.
- Ability to follow written and verbal instructions.
- Knowledge of and ability to follow safety precautions and use protective gear.
- Ability to comply with district procedure and use assigned equipment and supplies.
- Mechanical aptitude for performing and learning repair work under supervision.

Additional Information:

- Must be willing and able to work in the following conditions: dusty, wet, cold, hot, high humidity, noisy, indoors, outdoors, on ladders, in small spaces, on roof tops, and on aerial work platforms.
- Regularly work with chemicals requiring personal protective equipment.
- Ability to lift and carry 50 pounds regularly, 75 pounds occasionally and over 75 pounds with team lifts.
- Ability to perform to following actions for the duration of an entire shift: walking, twisting and turning, stooping and bending, gripping, working with arms over one's head, climbing ladders, and working at heights.
- Must be willing and able to clean up bodily fluids in accordance with safety procedures.