



Edina Public Schools Position Description

Section I: General Information

Position Title: Custodian	Department: Buildings and Grounds
Immediate Supervisor: Custodian Supervisor	FLSA Status: Non-Exempt
Position Summary: With the focus to support and advance the Edina Public Schools' mission, vision and core values, the Custodian, under the direction of the Custodian Supervisor and the guidance of the Night Lead, is responsible for performing general cleaning within assigned areas, hallways, restrooms gyms and school areas in accordance with cleaning schedules and work assignments to provide a safe, clean learning environment for students, faculty and staff. The custodian assists building personnel in the loading and unloading of district materials, and deliveries; relocation of desks, chairs, and equipment during building moves; and providing assistance and support for day and evening school activities.	

Section II: Essential Duties and Responsibilities

Provides cleaning services for classrooms, offices, cafeteria, kitchens, hallways, locker rooms, gymnasiums and all areas required in assigned buildings.

- Sweeps and wet mops floors and hallways, as necessary. Waxes floors, as required
- Picks up and removes trash. Empties waste receptacles.
- Cleans and arranges cafeteria. Washes off tabletops, cleans teacher lounge and scrubs commons floor.
- Cleans drinking fountains, windows, mirrors, fixtures.
- Cleans and sanitizes restrooms, sinks and toilets. Keeps soap dispensers filled and functioning. Fills paper products to dispensers
- Vacuums carpets and entry mats daily.
- Cleans and disinfects spills and stains as necessary.
- Uses scrubbers to clean floors.
- Removes snow and ice from sidewalks and entry ways.

Assists with school and community activities and events.

- Sets-up and tears-down chairs, tables, bleachers, scoreboards or equipment required for events according to supervisor's instructions and written plans.
- Responds to request and offers assistance to building personnel and visitors.

Monitors building to ensure safe, secure, and efficient operations.

- Identifies and reports any needed repairs and maintenance concerns to the Custodial Supervisor and/or Night Lead
- Ensures doors are locked, windows are closed, and the building is empty of the public before closing.
- Maintains and properly stores equipment.

- Uses cleaning agents properly and handles chemicals safely, preventing hazards, and maintains a healthy environment for everyone in the building.

Performs other duties of a comparable level or type, as required.

- Communicates the district’s vision, mission, core values and beliefs and provides assistance to individuals, other district staff, and the community concerning areas of expertise and knowledge.
- Attends training sessions, conferences, seminars, district, and departmental meetings. Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

Section III: Essential Skills Required to Perform Position Duties

- Demonstrating a collaborative, customer service mindset.
- Establishing and maintaining professional and courteous working relationships.
- Ensuring the use of culturally proficient communications and demonstrating an interest in working with diverse, multicultural members of the district and community.
- Using judgment and discretion in handling issues in accordance with district policies.
- Following assigned custodial schedules and assignments in accordance with department standards and requirements.
- Using and operating cleaning equipment and tools (e.g. scrubbers, buffers, vacuums, hand tools)
- Reading, understanding, and following health and safety procedures and written instructions.
- Using a variety of cleaning techniques.
- Utilizing appropriate chemicals and cleaning equipment.

Section IV: Minimum Work Requirements

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required for the position.	High School Diploma or GED. No previous experience required. Previous cleaning experience preferred.
LICENSE/CERTIFICATION REQUIREMENTS:	N/A

Section V: Physical Position Requirements

HAZARDOUS WORKING CONDITIONS: The essential duties of the work are performed under various physical hazards or environmental conditions noted.	Unusual or hazardous working conditions related to performance of duties: Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment of safety procedures.
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Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand			x		Up to 10 pounds				x
Walk				x	Up to 25 pounds			x	
Sit	x				Up to 50 pounds		x		
Use hands to finger, handle or feel				x	Up to 100 pounds	x			
Reach with hands and arms			x						
Climb or balance		x							
Stoop, kneel, crouch or crawl		x							
Talk or hear		x							
Taste or smell		x							

Classification History: Job description revised by ISD 273 Human Resources 2.2026