



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.

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
- Collects and removes trash and empties waste receptacles.
- Maintains cafeteria and commons areas by arranging furnishings, cleaning tabletops, servicing the staff lounge and scrubbing floors.
- Sanitizes drinking fountains, windows, mirrors, fixtures.
- Cleans and disinfects restrooms, sinks and toilets. Keeps soap dispensers filled and functioning. Fills paper products to dispensers
- Vacuums carpets and entry mats on a daily basis.
- Responds to spills and stains by cleaning and disinfecting affected areas.
- Operates floor scrubbers and related equipment to maintain floor cleanliness.
- Clears snow and ice from sidewalks and building entryways.

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.
- Regular, reliable in-person attendance, punctuality, and adherence to the established work schedule are essential functions of this position.

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.

Minimum Work Requirements

Education and Experience Requirements

High School Diploma or GED. No previous experience required.

Physical Position Requirements

Hazardous Working Conditions

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.

Work Environment

Duties involve performing assignments in varied weather conditions indoors and outdoors.

Employee(s) will sometimes work in a high-noise environment and sustained periods of elevated sound levels.

Physical Activities

Activity	Time Spent
Stand	Frequently (34–67%)
Walk	Continuously (68–100%)
Sit	None (0%)
Use hands to finger, handle, or feel	Continuously (68–100%)
Reach with hands and arms	Frequently (34–67%)
Climb or balance	Occasionally (1–33%)
Stoop, kneel, crouch, or crawl	Occasionally (1–33%)
Talk or hear	Occasionally (1–33%)
Taste or smell	Occasionally (1–33%)
Lift, Carry, Exert Up to 10 pounds	Continuously (68–100%)
Lift, Carry, Exert Up to 25 pounds	Frequently (34–67%)
Lift, Carry, Exert Up to 50 pounds	Occasionally (1–33%)
Lift, Carry, Exert Up to 100 pounds	None (0%)

Classification History

Job description revised by ISD 273 Human Resources in February 2026.