

Elkhart Community Schools

Position Description

Position Title:	Custodian – Heavy Duty – Swing (C3)
Qualifications:	<i>Preferred:</i> High School diploma or equivalent. Must demonstrate a willingness to cooperate with others and an attitude of respect for cleanliness; must have a good work ethic; and exhibit a pattern of regular and timely attendance.
Department:	Building Services
Reports to:	Director of Building Services and Head Custodian
Prepared by:	Tony Giansi/Bill Drehmel/Maggie Lozano
Approved by:	Doug Thorne

Date: February 16, 2018

SUMMARY: Perform custodial duties required for the successful operation of the buildings to which assigned. Demonstrate a willingness to cooperate with others, and an attitude of respect for cleanliness. Be alert to potential maintenance problems, and report these to the building administrator or head custodian. Be neat and clean in appearance, and possess the ability to get along with co-workers, students, staff, and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned)*

1. Exhibit regular and timely attendance.
2. Maintain floor surfaces.
3. Remove trash and dispose of properly.
4. Clean windows, mirrors, and wall surfaces.
5. Clean light fixtures, return air grills, and supply air grills.
6. Sanitize appropriate areas.
7. Report malfunctioning equipment.
8. Keep fixtures operational (included but, not limited to: filling soap dispensers, replacing toilet paper and paper towels, cleaning and maintaining drains).
9. Set up, and move equipment and furnishings as required.
10. Maintain grounds (trash pick-up, snow removal) as directed.
11. Inventory of custodial supplies, and report needs to Head Custodian.
12. Oversee alarm systems and control systems.
13. Be responsible for building security as directed.
14. Provide clean-up services after community functions, athletics, or special events as directed.
15. Clean up after emergencies (example: wet floor, sick child, blood spill).
16. Perform minor, routine maintenance as directed (including but, not limited to: changing filters, and replacing light bulbs).
17. Other duties as assigned and required for the successful operation of Elkhart Community Schools.

Qualification Requirements : To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or equivalent preferred. Prior experience in performing building level custodial-maintenance duties preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, regulations, product usage directions and procedure manuals. Ability to write Work Orders and responses. Ability to clearly state to others any work requirements.

Mathematical Skills: Ability to work with simple weights and measures. Ability to add, subtract, multiply, and divide in all units of measure.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to make reasonable decisions within the scope of the responsibilities.

Certificates, Licenses, Registrations: Must possess a valid driver's license and own transportation.

Other Skills and Abilities: Ability to operate all custodial cleaning equipment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with arms and hands; climb or balance; stoop, kneel, crouch, or crawl; talk and hear in interactions with others; twist, bend, operate power equipment, broom, or mop.

The employee must lift and carry up to fifty (50) pounds and be able to move up to one hundred (100) pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places or confined spaces, and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and toxic or caustic chemicals.

The noise level is usually moderate.

Terms of Employment: Wage and work year to be established by the Board of School Trustees. Working hours will be established by Building Services, the building administrator and the supervising custodian.

Evaluation Process: Evaluated annually by the building administrator and the supervising custodian at each facility.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.