



403 S. 20th Street • Fairfield, IA 52556
Phone: (641) 472-2655 • Fax: (641) 472-0269



TITLE: Custodian (District placed in building according to need and endorsement)

DEPARTMENT: Assigned School Campus

REPORTS TO: Director of Operations

RECEIVES GUIDANCE FROM: Director of Operations

BASIC FUNCTION (BF1): Provide custodial and maintenance services to the campus to ensure cleanliness, health and safety standards are met. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the operations department. This position requires continuous use of independent judgment.

SKILLS AND JOB FUNCTIONS (For all Fairfield Community Schools Positions SJF1-11):

Demonstrated experience or willing to acquire skills:

1. Embraces and exhibits characteristics outlined in the Fairfield CSD Portrait of a Trojan.
2. Exhibits dedication to the district's mission and vision, actively promoting its values.
3. Demonstrates an ability to be adaptable and respond productively to setbacks.
4. Exhibits discipline and flexibility with an ability to embrace diverse perspectives.
5. Prioritizes active listening as a foundation for understanding others' perspectives, values, and attitudes.
6. Exhibits ability to communicate effectively with diverse audiences.
7. Demonstrates disciplined thinking that is clear, rational, open-minded, and informed by evidence.
8. Exhibits critical-thinking skills and problem-solving ability.
9. Exhibits commitment to collaborating with others.
10. Demonstrates awareness, sensitivity, concern, and respect to connect with others' feelings, opinions, experiences, and culture.
11. Comply with Fairfield Community School Board Policy/Regulations and Handbook Policy

HIRING SPECIFICATIONS (HS1-25):

1. Demonstrated Experience or Willingness to Acquire Skills
2. Assists with maintenance work at the campus
3. Collaborates and consults with the custodial leadership, campus leadership, and district leadership
4. Maintains animated hospitality aligned with our core values with students, parents, faculty and community

5. Makes recommendations to improve service and ensure a more efficient/effective operation
6. Request supplies and equipment to complete required responsibilities
7. Cleans all assigned areas of the campus to ensure health standards are met
8. Effective use of work time and resources
9. Cleaning of upholstery and carpets with necessary equipment
10. Examines building and reports the needs for repairs of failed equipment
11. Maintaining of required equipment
12. Providing dusting services as needed
13. Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary
14. Empty wastebaskets and transport other trash and waste to disposal areas
15. Request repair work as discovered and report needs immediately for repairs and maintenance
16. Move and arrange furniture as required
17. Keep equipment and work area clean and neat
18. Reports to work each day in appropriate and clean attire
19. Works in all types of weather conditions
20. Attend professional learning, meetings, and required trainings as directed
21. Assist in maintaining exterior areas of the campus as directed such as lawn care, snow removal, and cleaning
22. Assist in laundry work as directed
23. Replace lighting equipment as needed including bulbs/lamps
24. Other assignments may be directed by the Head Custodian or the Director of Operations
25. Represent Fairfield Community Schools effectively in the community, state and nation

ABILITIES (A1):

This position will require physical demands that include constant standing, walking, bending/stooping, and climbing. There will be frequent, reaching/pushing/pulling, extreme temperatures/humidity conditions, inside/outside work conditions, and lifting of up to 25 pounds. There will be occasional, carrying of 10 feet, and lifting of 25-75 pounds and 50-75 pounds, and sitting. In emergencies there may be a need to lift 75-100 pounds

KNOWLEDGE AND EDUCATION (KE1-2 and KED1-3):

Required:

High School Diploma or GED

Eighteen (18) years of age or older

Meet requirements for trainings/screenings and professional learnings set by the district and State of Iowa

Working knowledge of city and school locations

Utilize computers to read district/office communications and to take required online training courses

Meet or exceed pre-employment evaluation

Ability to use good judgment

Desired:

Successful work or volunteer experience with students and children

Supervisory experience with school age children

Experience working in the custodial or maintenance fields

POSITION INVENTORY: Classified

FLSA STATUS: Non-Exempt

FT/PT: FT

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

_____ * Central Office Authorization

*This job description is not approved without the signature of approved central office administrator

Date Last Reviewed: 03/01/2024

Candidate Signature_____Date_____

All candidates hired after 04/01/2024 shall sign this job description acknowledging the information herein