



A World-Class Community of Learners

**JOB DESCRIPTION**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>	<b>WORKING CONDITIONS</b>	<b>B/G DATE</b>
A	1	3		September 2014

<b>JOB TITLE</b>	<b>CONTRACT REFERENCE</b>
Custodian	Custodians or Custodian Engineers

<b>TITLE OF IMMEDIATE SUPERVISOR DATE</b>	<b>VERSION</b>
Lead Custodian and Head Custodian or Buildings and Grounds Coordinator	May 2018

**JOB SUMMARY**

Responsible for cleaning and maintaining the building facility and campus.

<b>TASK NO.</b>	<b>FREQUENCY</b>	<b>BAND/GRADE</b>
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<b>TASK NO.</b>	<b>FREQUENCY</b>	<b>BAND/GRADE</b>
The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	40%	A1
2.	40%	A1
3.	5%	A1
4.	3%	A1
5.	3%	A1
6.	3%	A1

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**JOB TITLE**

Cleaner

**CONTRACT REFERENCE**

Custodians or Custodian Engineers

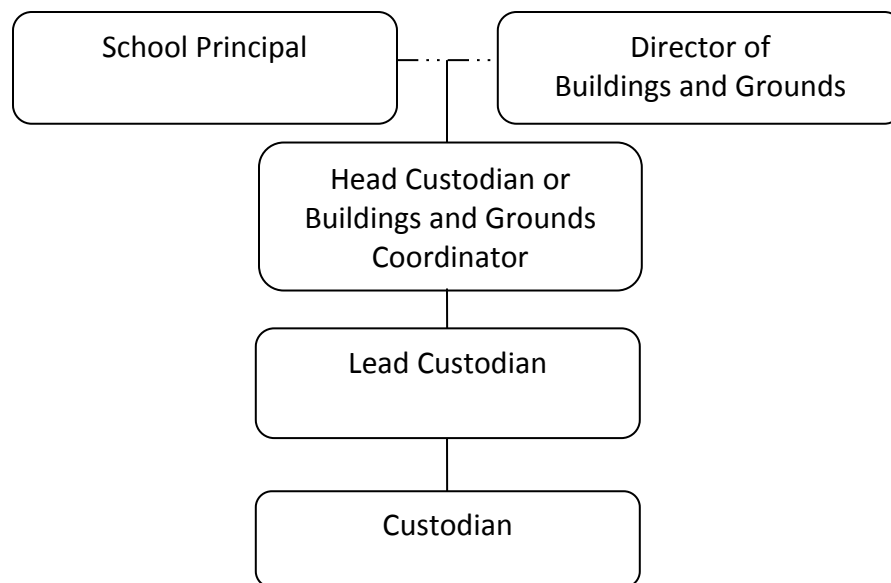
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	floor machines, carpet extractors, vacuum cleaners, and outdoor equipment.		
7.	Responsible for minor repairs of all building furniture and equipment on a daily basis.	2%	A1
8.	Informs Lead Custodian of areas of building and grounds that are in need of repair.	1%	A1
9.	Informs the Lead Custodian of the depleted inventory of supplies needed for building housekeeping.	1%	A1
10.	Under the direction of the Head Custodian or Buildings and Grounds Coordinator the Custodian is responsible for emergency repairs and alarm calls.	1%	A1
11.	Other duties as assigned.	1%	A1

**QUALIFICATIONS** (Specific training or job experience required before appointment)

1. High school diploma
2. Experience required with ability to build positive working relationships and communication skills with internal and external customers
3. Ability to perform position responsibilities including physical factors, work devices, and materials handling of fifty pounds, and basic computer skills

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**ORGANIZATIONAL RELATIONSHIPS**

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**JOB TITLE**

Cleaner

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**CONTRACT REFERENCE**Custodians or Custodian Engineers

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move 50 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**NON EXEMPT**

Not to exceed 40 hours per week.