

Franklin Township Community School Corporation



Job Description

JOB TITLE: Custodian

NWS POSITION #:

REPORTS TO: Head Custodian, Assistant Head Custodian, Principal, Assistant Principal or their designee

SUPERVISES: Non-Applicable

EMPLOYMENT AND FLSA STATUS: Classified/Non-Exempt/Hourly

JOB GOAL

Provide a clean, comfortable and safe environment within an assigned school(s) and associated buildings.

PERFORMANCE RESPONSIBILITIES:

- Maintains a professional attitude and a positive relationship with stakeholders at all times.
- Performs tasks such as, but not limited to, sweeping/mopping/waxing/buffing of hard surface floors, vacuuming carpeted floors, picking up and emptying trash, dusting, washing windows/chalkboards/marker boards, cleaning restroom lavatories/urinal/commododes/walls, moving chairs/desks/tables and custodial equipment.
- Replace light bulbs as required; including ceiling lights requiring the use of a ladder.
- Assist with preparation for activities and programs.
- Replenish supplies for restrooms such as toilet tissue, soap, paper towels, sanitary napkins, etc.
- Assist with snow and ice removal; involves 50lb. Bags of salt.
- Maintain custodial storage areas in clean and organized manor.
- Maintain custodial equipment for safe and efficient use.
- Promotes a harassment and discriminatory-free environment.
- Demonstrates a commitment to work.
- Ability to learn and upgrade job skills in order to meet changing demands of the position.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions and perform duties and tasks at expected levels of professionalism.
- Ability to work independently with minimum supervision.
- Ability to use independent judgment and demonstrates initiative to act without being asked.
- Demonstrates good judgment and common sense.

QUALIFICATIONS:

- High School Diploma or GED recommended but not required.
- 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 in both indoor and outdoor work environments.
- While performing the duties of this job the employee is regularly required to stand for extended periods of time, walk over uneven ground, have dexterity of hands and fingers to use a variety of equipment and or hand tools, reach overhead, above the shoulders and horizontally, bend at

the waste, kneel, crouch, crawl, climb ladders, work from heights, regularly lift or carry 50 lbs, occasionally lift or carry 75lbs for short distances, push/pull 100lbs throughout the facility, see, hear and speak with/without assistive devices sufficient to communicate effectively with others.

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- While performing the duties of this job, the employee is frequently exposed to fumes, dust, odors, chemicals, moving mechanical parts, outside weather conditions, freezing, wet and/or humid conditions, wet/slippery surfaces, risk of shock, vibration and varying levels of noise/sound.

PHYSICAL REQUIREMENTS:

- 1. Seldom = Less than 25 % 2. Occasional = 26 to 50 %
- 3. Often = 51 to 75 % 4. Very Frequent = 76 % & above

- Ability to stand for extended periods of time. (1)
- Ability to lift 25 lbs. (1)
- Ability to carry 25 lbs.(2)
- Ability to work at a desk, conference table or in meetings of various configurations. (4)
- Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter. (4)
- Ability to hear and understand speech at normal levels. (4)
- Ability to communicate so others will be able to clearly understand a normal conversation. (4)
- Ability to operate office equipment. (4)
- Ability to reach in all directions. (4)

REASONABLE ACCOMMODATION:

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

TERMS OF EMPLOYMENT:

260 Days per year

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluations of Professional Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____