

Gahanna-Jefferson School District Position Description

Position Title:	Custodian
Reports To:	Business Director or Designee
FLSA Status:	Non-exempt
Revision Date:	August 29, 2022

SUMMARY: Provides a clean and safe environment for students and staff. Performs general custodial duties, e.g., empty trash, vacuum carpet, clean bathrooms, sweep and mop.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgment and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Sweeps, vacuums, mops and waxes floors.
- Empties and cleans waste receptacles, trash pails and pencil sharpeners.
- Removes cobwebs and cleans windows.
- Polishes furniture and woodwork.
- Cleans and maintains custodial equipment and materials.
- Transports all necessary school maintenance and custodial supplies.
- Ensures the care, condition, appearance, repair or replacement of all physical equipment, building, facilities and grounds.
- Promotes good safety practices and procedures.
- Cleans and sanitizes assigned school, e.g., restrooms, classrooms, spills, etc.
- Helps with setup and cleanup for various school activities.
- Uses, measures and relabels chemicals.
- Cleans carpets.
- Washes all furniture, walls, halls, windows, window seals and doors.
- Disinfects water fountains.
- Spot mops and mops classrooms.
- Removes writing on walls.
- Makes contact with the public with tact and diplomacy.
- Maintains respect at all times for confidential information.
- Interacts in a positive manner with staff, students and parents.
- Disposes of debris and maintains equipment and supplies in a neat and orderly manner.
- Reports to the Maintenance Department any damaged, broken, loose fixtures and/or equipment.
- Performs minor repairs, including, but not limited to, glass replacement, electrical repairs, wood repairs, painting and metal repairs.
- Requests needed equipment, materials and supplies.
- Performs seasonal duties such as salting and snow removal and litter removal, etc., as directed by the Business Director or designee.
- Maintains a clean, safe and neat boiler room.
- Refills soap dispensers, paper towel dispensers and bathroom tissue in all school building restrooms.
- Secures building nightly to assure maximum security.
- Conducts periodical inspections of the building.
- Completes paperwork and maintains records as required by supervisor.
- Attends meetings and in-services as required.
- Maintains a daily work routine as established by the Business Director or designee to adequately service the buildings, grounds and personnel.
- Checks and prepares controls for water, lights, heat and cooling facilities as assigned.
- Sweeps, cleans, mop, washes, waxes, dusts, wipes and vacuums all surfaces to maintain cleanliness throughout building and grounds.
- Keeps work and storage areas neat and orderly.

- Tours building periodically and remains alert for dangerous, hazardous conditions or items in need of maintenance.
- Sets up equipment and furniture for special events and use of building for school and community functions.
- Cleans hallway glass display cases.
- Cleans school building lounges.
- Adjusts to various locations and work requirements as needed.
- Other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES:

- Responds to routine questions and requests in an appropriate manner.
- Operates and performs routine maintenance on the heating system.
- Passes on to other employees instructions and requests received from the Business Director or designee.
- Maintains accurate inventory of all custodial equipment, materials and supplies.
- Performs routine maintenance as required.
- Assists with major repairs as assigned.
- Assists in the control of all maintenance and custodial tools and supplies.
- Assists work crews on assigned tasks.
- Performs electrical and plumbing duties as required.

SUPERVISORY RESPONSIBILITIES:

- None.

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.
- One to three years of related job experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Ohio driver's license with good driving record.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

- Basic mathematical skills.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

- Ability to work effectively with others.
- Ability to communicate ideas and directives clearly and effectively both orally and in writing.
- Effective, active listening skills.
- Organizational and problem solving skills.
- Flexibility in assignments.
- Training in the proper care and storage of chemicals.

- Knowledge of electrical and plumbing repairs.
- Knowledge of appropriate safety procedures.
- Ability to read and understand verbal and written instructions, written warnings and labels.
- Must be knowledgeable in the correct way to repair a variety of materials, i.e., floor tile replacement, repairs to wood, plastic, fiberglass, etc.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

EQUIPMENT OPERATED:

- Vacuum cleaners, rotary and guided machines such as scrubbing and carpet cleaners
- Wet/dry mops and brooms
- Various hand tools, e.g., putty knives, screwdrivers, electrical hand tools, saws, drills, and sanders
- Vacuum cleaners
- Wet and dry vac
- Floor waxing machine
- Ladders
- Lawn equipment
- Snow blower
- Floor scrubbers
- Various power and plumbing tools
- Snow removal and landscaping equipment
- Scrubbers and buffers
- Power washer
- Stripping machine
- Portable air compressor

ADDITIONAL WORKING CONDITIONS:

- Frequent exposure to blood, bodily fluids and tissue.
- Occasional interaction with unruly children.
- Occasional requirement to work near moving mechanical parts.
- Occasional requirement to work in high places.
- Frequent exposure to fumes or airborne particles.
- Occasional exposure to toxic or caustic chemicals.
- Occasional exposure to outdoor weather conditions, e.g., requirement to work outdoors during all types of weather.
- Occasional exposure to dangerous chemicals.
- Occasional exposure to loud noises.
- Occasional overtime work will be requested and expected of the employee.
- Frequent repetitive hand motion, e.g., waxing, mopping, sweeping.
- Frequent requirement to sit, climb, stoop, kneel, crouch, hear and see with color vision.
- Occasional requirement to lift and carry various items up to a maximum of 65 pounds.
- Occasional requirement to push and pull up to a maximum of 300 pounds (on wheels).
- Occasional requirement to read and sit.
- Occasional operation of vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays.
- Occasional climbing of ladders and stairs.
- Frequent requirement to stand, walk, talk, read, speak, reach, and stretch with hands and arms.
- Frequent excessive standing, e.g., to perform repairs.
- Occasional requirement to walk in excess of 2-3 miles per day, e.g., cleaning, making deliveries.
- Frequent repetitive hand motion, e.g., waxing, mopping, sweeping.
- Frequent excessive exposure to noise, e.g., power tools, vacuum sweeper.
- Occasional requirement to travel.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

Signature

Date

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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.