

Custodian

Reports to:	Facilities Coordinator
Classification:	Support Staff
FLSA Status:	Non-exempt
Terms of Employment:	Salary and scheduled work days to be established annually by the Board of Education
Evaluation:	Performance on this job will be evaluated in accordance with provision of the Board's policy on Evaluation of Support Staff Personnel.
Vacation	Provided as outlined in Policy GDBDA
Compensation:	Compensation commensurate with board approved support staff salary schedule.
Supervisory Duties:	None

JOB SUMMARY: The goal of the custodian is to ensure that all of the District's buildings and facilities are attractive, comfortable, clean, and sanitary so as to promote, protect, improve and maintain the health and safety of all students and school personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Responsible for cleaning and maintaining assigned building areas on a daily basis according to specified standards.
- * Ensure that the assigned building, premises, entryways, stairways, sidewalks, driveways, and play areas are neat and clean at all times.
- * Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season, and to ensure economical usage of fuel, water, and electricity.
- * Lock and unlock doors, and arm and disarm alarm systems according to established time schedules.
- * Ensure that the assigned building is secure before leaving, with all windows and doors locked, lights are off except those for safety reasons, and alarm system is engaged.
- * Change and install light bulbs and pencil sharpeners.
- * Raise and lower cafeteria tables.
- * Clean, mop, and buff floors in assigned areas.
- * Clean windows in assigned areas.
- * Empty all trash cans in assigned areas and ensure that trash is disposed of properly.
- * Cleans and disinfects assigned restrooms and all sanitary fixtures and drinking fountains on a daily basis, and more, if required.
- * Mow and trim grounds as assigned.
- * Remove graffiti as required.
- * Interior and/or exterior painting as assigned.
- * Raise and lower flag as directed.
- * Remove snow and ice as assigned.
- * Maintain custodial closets, supplies, tools, and equipment.
- * Assist in loading and unloading deliveries.
- * Move furniture and equipment within buildings as required for various activities.
- * Perform emergency repairs and cleaning services as needed.
- * Reports major repairs needed promptly to the Facilities Coordinator.
- * Possess the ability to work in adverse weather conditions (such as heat, cold, rain, snow, etc.).
- * Possess the ability to lift a minimum of 50 pounds repeatedly.
- * Responsible for submitting weekly timesheet to the Facilities Coordinator.
- * Attend and participate in all district-required training programs and inservice workshops.
- * Assist in providing information to purchase supplies and other items related to the custodial budget

- * Maintain a neat and clean personal appearance and wear district uniforms at all times when performing custodial duties.
- * Prepare and submit all reports as requested by the Facilities Coordinator, building administrators and/or Central Office administrators.
- * Maintains confidentiality of all school-related matters.
- * Perform all other duties as dictated by law and/or assigned by a Supervisor / Administration.

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:

1. High School diploma or equivalent
2. Minimum of one (1) year experience in cleaning facilities, preferred

COMMUNICATION SKILLS:

1. Ability to communicate, both verbally and in writing, and interact effectively with all aspects of the school community is required.
2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.

MATHEMATICAL SKILLS:

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.
2. Ability to perform mathematical calculations commensurate with assigned position.

REASONING ABILITY:

1. Ability to prioritize and meet deadlines while complying with established policies and procedures of the building and district.
2. Identifies and resolve problems in a timely manner, gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
3. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

OTHER SKILLS AND ABILITIES:

1. Demonstrate organizational ability and attention to detail.
2. Ability to provide assistance to the school community as necessary.
3. Ability to work independently.
4. Excellent human relation skills.
5. Knowledge of office equipment (computers, copiers, fax machine, and related items).

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee will regularly stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee may lift up to 50 pounds, such as, to lift files, papers, and equipment. The foregoing is not an exclusive list and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate to loud level with frequent interruptions. The employee continuously interacts with students, staff and the public. Travel may be necessary to various District buildings and/or other sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) 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 by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.