TITLE ***CUSTODIAN***

QUALIFICATIONS

1. Able to read, write, speak, and understand English
2. Clean and neat appearance to present proper appearance when confronting students, teachers, and the public
3. Minimum one year experience so that with appropriate training the assigned duties can be carried out
4. Meets health and physical requirements

JOB GOAL

To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop

ESSENTIAL FUNCTIONS

1. Keeps all buildings and premises neat and clean at all times, including sidewalks, driveways, and play areas
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, electricity
3. Performs such groundskeeping chores as grass cutting, tree trimming, etc.
4. Unlocks doors prior to student arrivals and secures doors after student departure
5. Shovels, plows, and maintains steps, walks, driveways, and parking areas as needed
6. Performs such minor building repairs when capable
7. Promptly reports major repairs that are needed
8. Keeps all floors in a clean and attractive condition
9. Moves furniture within buildings as required
10. Keeps the grounds free from rubbish
11. Washes all windows on both the inside and outside
12. Cleans restrooms, classrooms, offices, hallways, and other areas of the building
13. Conducts an ongoing program of general maintenance, upkeep, and repair
14. Keeps an inventory of supplies, equipment, and fuel on hand and requisitions needed replacements
15. Complies with local laws and procedures for storage ad disposal of trash, rubbish, and waste
16. Knows and follows all safety rules and proper procedures associated with the responsibilities of the job
17. Performs other duties as assigned

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 30 lbs. Other physical demands that may be required are as follows:

1. Lifting
2. Carrying
3. Pushing
4. Pulling
5. Climbing
6. Balancing
7. Stooping
8. Crouching
9. Reaching
10. Kneeling
11. Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity
3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria
4. Adaptability to dealing with people

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence:* Ability to understand instructions and underlying principles; ability to reason and make judgments
2. *Manual Dexterity:* Ability to move the fingers and rapidly and accurately manipulate small objects with the fingers
3. *Eye-Hand-Foot Coordination:* Ability to move the hand and foot coordinately in response to visual stimuli

WORK CONDITIONS

May experience some degree of discomfort due to exposure to dust, noise, temperature, and weather conditions

TERMS OF EMPLOYMENT

1. 261-day contract; 8 hours per day, 7 hours per day when schools are not in session for inclement weather (mandatory 30-minute nonpaid lunch break)
2. Custodian salary scale

IMMEDIATE SUPERVISOR

Principal (Supervisor of Maintenance during nonstudent days and summer)

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Adopted 07/01/93
Amended 02/11/15
Amended 01/15/19