

CHARDON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: CUSTODIAN

File 601

Reports to: Assigned administrator/supervisor

Job Objective: Performs custodial duties as assigned by the building administrator and/or head custodian.
NOTE: Skill sets and autonomy vary by position. Classification, contract duration, wage rate, work schedule, benefits eligibility, etc. are delineated in the board authorized employment contract.

Minimum Qualifications:

- High school diploma or GED. Job skills verified by training and/or work experience.
- Available to work a non-traditional schedule and irregular hours when required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Exhibits basic computer proficiency or commitment to acquire job-related technology skills.

Physical Demands: Duties require lifting/moving materials weighing up to fifty pounds and moving up to one hundred pounds with a two wheel hand truck, operating power equipment, using hand tools and working from ladders, scaffolds or mechanical lifts.

Essential Functions:

- 1. Uses technical and manual skills to maintain the appearance and cleanliness of district property. Checks daily schedule to find out if an activity requires preparation or clean up.**
 - Requests timely replacement of supplies to avoid work interruptions.
 - Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
 - Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Cleans, sanitizes and re-supplies toilet rooms. Cleans glass, display cases, etc. Cleans/sanitizes handrails, drinking fountains, etc. Vacuums carpets. Spot cleans stains. Cleans carpets, floor mats and runners. Strips, waxes and buffs tile floors.
 - Makes minor repairs when qualified by training and/or work experience.
 - Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when uncertain about product use, storage or disposal procedures. Follows health and safety regulations to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
 - Reports substandard conditions that may affect building operations (i.e., electrical/mechanical equipment, heat, lights, plumbing, structural components, ventilation, water leaks, etc.) using the electronic maintenance and facilities use programs.
 - Clears snow/ice from walkways and entrances. Assists with snow removal operations as directed.
 - Monitors building security. Make sure the building is properly secured and the doors and windows are locked. Assists community groups as directed. Directs visitors to the office.
 - Protects district property. Implements procedures to prevent the loss of supplies/equipment.

- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

- 3. Maintains open/effective communications.**
 - Provides prompt notification of personal delays or absences.
 - Refers policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies/regulations, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.