

MAUMEE BOARD OF EDUCATION

JOB DESCRIPTION

<u>Title:</u>	7.04 Custodian - 12 mos. per yr./8 hrs. per day
<u>Reports To:</u>	Assistant Principal/Principal, Supervisor of Buildings & Grounds, Assistant Superintendent, Superintendent
<u>FLSA Status:</u>	Non-Exempt
<u>Qualifications:</u>	1. Possession of a valid driver's license. 2. Minimum age of 18, with a high school diploma or its equivalent. 3. Ability to perform basic reading and math tasks. 4. Possession of valid Ohio low-pressure boiler operator's license desirable. 5. One year prior institutional custodial experience. 6. Ability to work assigned hours. Dress in uniform. 7. Ability to remain standing for extended periods. 8. Ability to climb stairs. 9. Ability to operate power-driven cleaning equipment as evidenced by demonstrated proficiency. 10. Ability to properly lift bulk weight of 75 lbs. on a regular basis. 11. Ability to work successfully in a team relationship with the building administrators, teachers, students, community members, school groups and operational staff. 12. Have a belief in education and a concern for children. 13. Possess tolerant and pleasant personality under sometimes demanding work situations. 14. Good health, high moral character, and excellent employment attendance history. 15. Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents and the community.
<u>General Description:</u>	Performs custodian work required for the routine care, maintenance, protection, and preservation of the assigned building, its contents, and grounds.
<u>Essential Functions:</u>	1. Exerts physical labor in the cleaning of classrooms, offices, hallways, libraries, floors, windows and rest rooms 2. Keeps buildings in a safe, neat and presentable fashion (inside and outside).

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Custodian (cont.)

3. Properly uses cleaning equipment and materials; maintains the necessary supplies and equipment to perform custodian tasks.
4. Assists in removing snow, ice, debris from walks, steps, and entryways.
5. Helps keep the schoolyard maintained in a safe, neat and well-kept fashion.
6. Reports areas that need special maintenance or cleaning to the supervisor of buildings & grounds.
7. Reports any safety hazards to the supervisor of facilities or principal.
8. Assists in moving and arranging furniture and equipment.
9. Replenishes supplies in restrooms; changes light bulbs.
10. Cooperates with others on staff.
11. Assists lunchroom personnel in the housekeeping duties of the kitchen and cafeteria, including the removal of refuse, if appropriate.
12. Completes reports and forms as required.
13. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
14. Cleans building during the summer under the supervision of the principal, supervisor of buildings & grounds, assistant superintendent, and/or superintendent or any assigned designee.
15. Reports problems of a custodial nature first to the supervisor of buildings & grounds; if unresolved, then the principal, etc.
16. Properly operates power-driven cleaning equipment.
17. Ability to operate building security and fire alarm systems.

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Helps instill in students the belief in and practice of ethical principles and democratic values;
3. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District and
4. Performs other tasks related to the custodian's duties as assigned by the principal, assistant principal, supervisor of buildings & grounds, assistant superintendent or superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
3. Occasional interaction among unruly children.