

MAUMEE BOARD OF EDUCATION

JOB DESCRIPTION

Title: 7.04 Custodian - 12 mos. per yr./8 hrs. per day

Reports To: Assistant Principal/Principal, Supervisor of Facilities, Assistant Superintendent, Superintendent

FLSA Status: Non-Exempt

Qualifications:

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. One year of prior institutional custodial experience.
5. Ability to work assigned hours. Dress in uniform.
6. Ability to remain standing for extended periods.
7. Ability to climb stairs.
8. Ability to operate power-driven cleaning equipment as evidenced by demonstrated proficiency.
9. Ability to properly lift a bulk weight of 75 lbs. on a regular basis.
10. Ability to work successfully in a team relationship with the building administrators, teachers, students, community members, school groups, and operational staff.
11. Have a belief in education and a concern for children.
12. Possess a tolerant and pleasant personality under sometimes demanding work situations.
13. Good health, high moral character, and excellent employment attendance history.
14. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.

General Description:

Performs custodian work required for the routine care, maintenance, protection, and preservation of the assigned building, its contents, and grounds.

Essential Functions:

1. Exerts physical labor in the cleaning of classrooms, offices, hallways, libraries, floors, windows, and restrooms.
2. Takes a proactive approach to identifying and resolving potential problems before they become major problems.
3. Keeps buildings in a safe, neat and presentable fashion (inside and outside).
4. Properly uses cleaning equipment and materials; maintains the necessary supplies and equipment to perform custodian tasks.
5. Assists in removing snow, ice, and debris from walks, steps, and entryways.

JOB DESCRIPTION

Locator Index: 7.04

Custodian (cont.)

6. Helps to keep the school yard maintained in a safe, neat, and well-kept fashion. Responsible for emptying trash cans around the school building and picking up debris on the school grounds.
7. Report areas that need special maintenance or cleaning to the supervisor of buildings & grounds.
8. Report any safety hazards to the supervisor of facilities or the principal.
9. Assists in moving and arranging furniture and equipment.
10. Replenishes supplies in restrooms; changes light bulbs.
11. Cooperates with others on staff.
12. Assists lunchroom personnel in the housekeeping duties of the kitchen and cafeteria, including the removal of refuse.
13. Completes reports and forms as required.
14. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
15. Cleans building during the summer under the supervision of the principal, supervisor of buildings & grounds, assistant superintendent, and/or superintendent or any assigned designee.
16. Report problems of a custodial nature first to the supervisor of buildings & grounds; if unresolved, then the principal, etc.
17. Properly operates power-driven cleaning equipment.
18. 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 facilities, assistant superintendent, or superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions
3. Occasional interaction with escalated children.

4/98
Revised 12/98
7/00
7/02
4/05
11/05
11/14
4/23
3/25