



## *Monticello Community School District Job Description*

**Job Title:** Night Custodian

**Reports to:** Director of Buildings & Grounds

**Status:**        ☒ Full Time                      ☐ Part Time  
                  ☒ Hourly Non-Exempt        ☐ Salary  
                  ☐ Certified                      ☒ Classified

**Hours & Typical Work Year:** 12 months/ 40 hours per week.

### **GENERAL DESCRIPTION:**

The building custodians are responsible for the routine and non-routine work associated with the maintenance and cleanliness of the facilities. Custodians at the High School schools will be assigned standard routine and non-routine duties by the Maintenance Director and responsible to the building principal for the day to day services. The Maintenance Director will be consulted on any major decisions. Normal work hours are 3PM till 11:30 PM while school is in session.

### **CHARACTERISTIC ROUTINE WORK---DEFINITION:**

This is routine manual labor associated with the daily cleaning and maintenance of buildings. Employees in this job classification are under immediate supervision and perform various duties requiring moderate physical strength.

### **EXAMPLES OF ROUTINE WORK:**

The following are examples only and does not limit the scope of work that may be assigned by the Maintenance Director:

- Cleaning restrooms;
- Removing trash;
- Police public areas;
- Dust mop, sweep, wet mop, spray buffs floors;
- Vacuum clean rugs and carpet;
- Scrub and clean restroom fixtures and keep restrooms supplied with towels soap and other items;
- Dust, clean walls, doors, windows, woodwork, and other above floor surfaces;
- Dust, clean, and polish furniture;
- Setup areas for games and activities;
- Clean elevators and stairways;
- Simple operation of basic mechanical equipment;
- Police around the outside the buildings;
- Keep simple records and make simple reports;
- Notify supervisor of equipment and facilities needing repair or Replacement;

- Replace needed light bulbs and ballasts;
- Perform related work as required and instructed;
- Responsible to check for building security and vandalism at nights and weekends, as needed-Replace needed light bulbs and ballasts

### **CHARACTERISTIC NON-ROUTINE WORK—DEFINITION:**

This is manual labor associated with the recurring but non-routine cleaning and maintenance of buildings. Employees will be under immediate supervision and will perform various tasks requiring moderate physical strength. This work is normally of the project-type nature.

### **EXAMPLES OF NON-ROUTINE WORK:**

The following are examples only and does not limit the scope of work that may be assigned by the Maintenance Director:

- Stripping and refinishing floors;
- Scrubbing floors with machines;
- Vacuuming furniture and drapes;
- Window washing;
- Wall washing and vacuuming;
- Wall vent, and radiator cleaning;
- Light fixture vacuuming and washing;
- Waste receptacle washing;
- Various duties related to student registration;
- Snow shoveling and removal;
- Carpet shampooing;
- Related work as required and instructed;
- Set up rooms for conferences, lectures and special events;
- Move furniture and equipment

### **QUALIFICATIONS**

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of cleaning methods, materials and equipment;
- Ability to perform manual tasks requiring moderate physical strength;
- Ability to follow simple oral and written instructions in the conduct of the job;
- Ability to establish and maintain working relations with Supervisors, fellow workers and students;
- Ability to work flexible hours ( occasional Saturday for events);
- Ability to climb ladders above 6 Ft.;
- Ability to work with minimum supervision;
- Should be neat in appearance;
- Should be congenial, have a pleasant personality and have a positive Attitude.

**MINIMUM TRAINING AND EXPERIENCE:**

Such training and experience as may be gained through schools and some experience in performing cleaning work and other manual labor, or any combination of training and experience.

Physical Activities	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				x
Sit		x		
Use hands				x
Reach with hands & arms			x	
Climb or balance				x
Stoop, kneel, crouch, or crawl				x
Talk			X	
Hear			X	
Taste			X	
Smell			x	
Weight & Force Demands	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			x	
Up to 100 pounds		X		
More than 100 pounds		x		
Mental Functions	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			x	
Copy		x		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		x		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		x		
Work Environment	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)				x
Work near moving mechanical parts				x
Work in high, precarious places			x	
Fumes or airborne particles			x	
Toxic or caustic chemicals			x	

Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives		X		
Risk of radiation		X		
Vibration		X		
<b>Vision Demands</b>		<b>Required</b>		
No special vision requirements				
Close vision (clear vision at 20 inches or less)		X		
Distance vision (clear vision at 20 feet or more)		X		
Color vision (ability to identify and distinguish colors)		X		
Peripheral vision		X		
Depth perception		X		
Ability to adjust focus		X		
<b>Noise Level</b>		<b>Exposure Level</b>		
Very quiet				
Quiet				
Moderate		X		
Loud		X		
Very Loud				

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Any employee not covered by a negotiated contract agreement is an "at-will" employee. *Either the school district or the employee can terminate the employment relationship at will, with or without cause, so long as there is no violation of applicable federal or state law. The school district maintains its discretion in setting the number of days notice terminating an "at will" employee.*

A signed copy of this job description should be placed in the employee's personnel file.

**Signature of Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date Revised:** 11/2017