

**MIDVIEW LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Title:</b>	<b>CUSTODIAN</b>	<b>File: 602</b>
<b>Reports to:</b>	Assigned Administrator/Supervisor	
<b>Job Objective:</b>	Coordinates work crew assignments and performs custodial duties	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"> <li>• High school diploma. Post-secondary training in a trade is desirable. Custodial and basic maintenance skills substantiated by training/work experience.</li> <li>• Ability to perform physically demanding work that includes lifting and moving heavy items.</li> <li>• Collects, records, and maintains data accurately. Applies basic mathematical concepts correctly.</li> <li>• Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.</li> <li>• Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.</li> <li>• Exhibits consistent, impartial and resourceful critical-thinking skills.</li> <li>• General building systems knowledge (e.g., HVAC, fire suppression, security, communication, etc.).</li> <li>• Investigates/interprets information accurately. Evaluates options thoroughly. Develops cogent responses to address concerns.</li> <li>• Maintains a valid driver's license. Commercial (CDL) license is desirable. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.</li> <li>• Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.</li> <li>• Maintains a record free of criminal violations that would prohibit public school employment.</li> <li>• Meets all mandated health screening requirements.</li> <li>• Participates in all state/district mandated training sessions.</li> </ul>	
<b>NOTE</b>	May be reassigned to assist with custodial tasks at other buildings as needed.	
<b>Essential Functions:</b>	<p><b>1. Implements and manages building-level custodial services. Consults with administrators to evaluate services and identify opportunities for improvement.</b></p> <ul style="list-style-type: none"> <li>a. Supervises department staff. Assumes responsibility for the results of duties delegated to staff.</li> <li>b. Performs regular inspections of buildings, grounds, and equipment.</li> <li>c. Checks daily schedule to find out if a school activity requires preparation or clean up. Assists with the set-up and tear down of assigned events as needed.</li> <li>d. Provides staff leadership. Engenders staff enthusiasm/teamwork. Helps resolve problems.</li> <li>e. Ensures the equitable distribution of workloads. Ensures that essential services are maintained during staff absences. Helps staff meet established schedules.</li> <li>f. Plans/implements strategies to ensure tasks are completed within required time-frames.</li> <li>g. Performs assigned custodial duties: Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves/arranges furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Sanitizes and re-supplies toilet rooms. Cleans glass, display cases, partitions, light fixtures, etc. Polishes hardware (e.g., door handles, push/kick plates, handrails, drinking fountains, etc.). Vacuums/power cleans carpets and upholstered furnishings. Spot cleans stains. Cleans floor mats/runners.</li> <li>h. Monitors inventories and reorders custodial supplies to maintain reliable service levels.</li> <li>i. Helps with the receipt of deliveries. Inspects packages.</li> <li>j. Reads/complies with Material Safety Data Sheet (MSDS) information. Ensures that supplies are labeled/stored properly. Participates in occupational safety/health training as directed.</li> <li>k. Follows approved health/safety guidelines to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Reports personal injuries that require treatment to a supervisor.</li> <li>l. Performs minor repairs. Avoids disrupting building/program activities except during emergencies.</li> <li>m. Keeps administrators/supervisors informed about emerging issues. Reports problems/unsafe conditions (e.g., leaks, noises, structural defects, unusual odors, etc.).</li> <li>n. Places found items in the lost and found storage area.</li> </ul>	

	<ul style="list-style-type: none"> <li>o. Assists with the pick-up and delivery of equipment, materials and other supplies as directed.</li> <li>p. Reports traffic citations, accidents, or damage that occurs during performance of assigned duties.</li> <li>q. Anticipates fire, health and safety inspections. Maintains clear routes for emergency egress.</li> <li>r. Protects district property. Ensures that assigned work areas are secured at the end of the shift.</li> <li>s. Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office.</li> <li>t. Reports vandalism, graffiti, equipment malfunctions and other concerns.</li> <li>u. Beautifies outdoor grounds. Removes snow, salts sidewalks, maintains playground and/or greenspace.</li> </ul>
	<p><b>2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.</b></p> <ul style="list-style-type: none"> <li>a. Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.</li> <li>b. Contributes to an effective and positive work/learning environment. Completes all assigned duties.</li> <li>c. Maintains a professional appearance. Wears work attire appropriate for the position.</li> <li>d. Helps students understand/embrace ethical conduct and democratic values.</li> <li>e. Respects privacy and maintains the confidentiality of privileged information.</li> <li>f. Maintains an acceptable attendance record and is punctual.</li> <li>g. Strives to develop rapport and serve as a positive role model for others.</li> <li>h. Takes the initiative to perform routine tasks independently.</li> <li>i. Shows an active interest in the academic/personal development of students.</li> <li>j. Supports community participation in school-sponsored events and activities.</li> </ul>
	<p><b>3. Maintains open/effective communications.</b></p> <ul style="list-style-type: none"> <li>a. Prepares/maintains accurate records. Submits required paperwork on time.</li> <li>b. Provides prompt notification of personal delays or absences.</li> <li>c. Refers district policy interpretation questions to appropriate administrator(s).</li> <li>d. Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.</li> <li>e. Uses diplomacy and self-control when dealing with other individuals. Respect the diversity of staff, community and students when communicating</li> <li>f. Participates in staff meetings, trainings, and other required school activities.</li> <li>g. Keeps informed about program/procedure changes.</li> <li>h. Seeks clarification when expectations are unclear.</li> </ul>
	<p><b>4. Pursues opportunities to enhance professional performance.</b></p> <ul style="list-style-type: none"> <li>a. Keeps current with advances in technology associated with work assignments.</li> <li>b. Maintains applicable credentials. Complies with all state licensure requirements.</li> <li>c. Works toward mastery of individualized development/performance goals as directed.</li> <li>d. Attends meetings, in-service programs, and trainings as directed.</li> </ul>
	<p><b>5. Takes precautions to ensure safety. Helps manage/eliminate risks.</b></p> <ul style="list-style-type: none"> <li>a. Follows district protocol and state law when dealing with bullying, discrimination, inappropriate behavior and suspected child abuse/neglect.</li> <li>b. Responds to emergencies following the district's emergency preparedness/crisis response plan.</li> <li>c. Provides appropriate supervision and maintains high expectations for acceptable student behavior.</li> <li>d. Monitors for situations that may indicate a problem.</li> <li>e. Notifies appropriate administrator(s) of potential problems.</li> </ul>
	<p><b>6. Performs other specific job-related duties as directed</b></p> <ul style="list-style-type: none"> <li>a. Assists with unexpected/urgent situations as needed.</li> <li>b. Helps implement workplace initiatives that advance district goals.</li> </ul>
<b>Working Conditions:</b>	<p><b>Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:</b></p> <ul style="list-style-type: none"> <li>• Balancing, bending, climbing, crouching, kneeling, reaching, or standing.</li> <li>• Exposure to adverse weather conditions and temperature extremes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odor. Exposure to wet and/or slippery surfaces.</li> <li>• Exposure to blood-borne pathogens and communicable diseases.</li> <li>• Interacting with aggressive, disruptive, and/or unruly individuals.</li> <li>• Lifting, carrying, and moving work-related supplies/equipment.</li> <li>• Operating and/or riding in a vehicle.</li> <li>• Traveling to meetings and work assignments</li> </ul>	
<b>Performance Evaluation:</b>	Job performance is evaluated according to policy provisions and contractual agreements adopted by the Midview Local School District.	
<b>Equal Opportunity Employment:</b>	The Board is an equal opportunity employer. It is the policy of the Board to offer employment without regard to race, color, religion, gender, national origin, age, or disability.	
<p>This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.</p>		<b>Revised 2021</b>