

TITLE:	Custodian	STATUS:	Non-Exempt (At-Will)
REPORTS TO:	Head Custodian	TERMS:	238 Days
DEPARTMENT:	Custodial	PAY GRADE:	AX1

PRIMARY PURPOSE:

To maintain the grounds, buildings and equipment in such a state of excellence that they provide students and faculty with a safe, attractive, comfortable and efficient place in which to work, learn and play.

QUALIFICATIONS:

Special Knowledge/Skills:

Ability to read and understand operating instructions

Ability to lift and transport 70 pounds over a distance of 10 feet without assistance

Experience:

Acceptable skill/experience in performing a wide variety of tasks requiring an understanding of and proficiency of custodial tasks

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee may be working with cleaning agents. The employee is required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision.

Essential Functions:

1. Maintain the general cleanliness and safety of classrooms, auditorium, gymnasium, corridors, offices, restrooms, outside patio and entrance areas, and other areas of the school.
2. Maintain a graffiti-free facility. Specific tasks include vacuuming, shampooing, buffing, scrubbing floors, stripping and reapplying wax on floors, sweeping sidewalks, cleaning chalk boards, and trays, cleaning water fountains, cleaning vents and light fixtures, collecting and disposing of trash, restocking restrooms, washing windows, unlocking and locking doors, lifting and moving furniture, cleaning graffiti from walls and furniture.
3. Occasionally responsible for tasks of absent custodial personnel.
4. Promote, follow and maintain high standards of safety and good housekeeping in all working conditions.
5. Assist with the management of inventory documentation.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date