

# **JOB DESCRIPTION**

**TITLE:** Cleaning Custodian

## **QUALIFICATIONS:**

1. Required to obtain a Black Seal Boiler Operators license within the first year of employment
2. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
3. Ability to read, write and communicate effectively
4. Must possess a valid driver's license
5. Required criminal history background check and proof of U.S. citizenship or legal alien status

**REPORTS TO:** District Facilities Manager or Designee

**JOB GOAL:** To provide a safe, clean and comfortable school environment.

## **PERFORMANCE RESPONSIBILITIES :**

1. Open/closes the building each day. Determine, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
2. Keep building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
3. Operate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water and electricity.
4. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Display the U. S. flag during school hours on days when school is in session.
6. Clean and dust classrooms, offices, library, and faculty room daily; empties waste baskets in these areas. Collect recyclable materials.
7. Clean corridors after each school day, and during the day when their condition requires it.
8. Clean and sanitize bathroom fixtures and floors daily, makes sure that toilets and sinks are in good working order, and replenishes paper and soap supplies as needed.
9. Clean and sanitize all drinking fountains daily.
10. Clean cafeteria dining area after use. Assist cafeteria workers with stocking materials.
11. Change light bulbs and ceiling tiles as needed.
12. Clean light fixtures, furniture and equipment.
13. Snow removal to include, but not limited to the following: shovel, salt and sweep sidewalks and steps as necessary.
14. Obey all fire/safety and environmental laws and regulations relating to the plant operation.
15. Prepare buildings/grounds for student, faculty, administration, and community events and clean-up following the event.
16. Paint interior and exterior buildings as needed.
17. Keep the grounds free from rubbish and debris.
18. Clean chalkboards daily.
19. Move furniture or equipment within the building as required for various activities and as directed by the Assistant Supervisor of Maintenance and Custodial Services or Principal or his/her designee.
20. Comply with all laws and procedures for the storage and disposal of recyclables, trash, waste, and debris.
21. Conduct an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the Assistant Supervisor of Maintenance and Custodial Services.
22. Clean all windows on both the inside and outside as scheduled.
23. Keep all floors in a clean and attractive condition and in a good state of preservation.
24. Perform related duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the board

**EVALUATION:**

Performance of this job will be evaluated at least annually in accordance with the Board's policy of evaluation of custodial/maintenance staff.

APPROVED: 6/24/08

Revised: 5/11/10

**WORKING CONDITIONS & PHYSICAL EFFORT:**

<b>Physical Activity</b>	<b>Seldom or Never</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Daily</b>	<b>Hourly</b>
1. Lift objects weighing up to 20 lbs				<b>X</b>	
2. Lift objects weighing 21 to 50 lbs				<b>X</b>	
3. Lift objects weighing 51 to 100 lbs				<b>X</b>	
4. Lift objects more than 100 lbs	<b>X</b>				
5. Carry objects weighing up to 20 lbs				<b>X</b>	
6. Carry objects weighing 21 to 50 lbs				<b>X</b>	
7. Carry objects weighing 51-100 lbs				<b>X</b>	
8. Carry objects more than 100 lbs	<b>X</b>				
9. Stand up to one hour at a time				<b>X</b>	
10. Stand up to two hours at a time				<b>X</b>	
11. Stand more than two hrs at a time				<b>X</b>	
12. Stoop and bend				<b>X</b>	
13. Reach and grasp objects					<b>X</b>
14. Use dexterity/fine motor skills					<b>X</b>
15. Identify/distinguish colors					<b>X</b>
16. Communicate orally					<b>X</b>
17. Listen/hear					<b>X</b>
18. Push/pull carts or like objects					<b>X</b>
19. Proofreading/checking documents for accuracy					<b>X</b>
20. Use a keyboard to enter/transform word or data	<b>X</b>				
21. Work in normal office environment with few physical discomforts.	<b>X</b>				
22. Work in area that is somewhat uncomfortable due to: draft, noise, temperature variation, etc.				<b>X</b>	
23. Work in area that is very uncomfortable due to: extreme temperature, noise levels, etc.		<b>X</b>			
24. Work with equipment/perform duties where carelessness would probably result in minor cuts, bruises or muscle pulls				<b>X</b>	
25. Operate car, van truck or bus				<b>X</b>	
26. Use other physical, mental or visual ability required by the job					<b>X</b>