Job Description

Position Title: Custodian
Classification: Custodial/Maintenance
Reports to: Facilities Supervisor or designee
Supervises: None

Range: 11
Hours: Up to 8 hours per day
Contract Days: 260 days per year
FLSA Status: Non-exempt

Position Summary

This position maintains the physical school building and grounds in a condition of operating excellence so that full educational use of them may be made at all times. The Custodian is assigned hours before/during the school day or in the afternoon/evening. They may be assigned to a single building or as a substitute/extra support for multiple buildings.

Supervision of other employees is not a responsibility of the Custodian position. They may occasionally direct substitute custodians or student helpers for the purpose of assigning tasks and explaining procedures.

Essential Functions

An employee in this position may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Work from a prepared work schedule; sweep, scrub, wax and polish concrete, linoleum, tile and wood floors; vacuum carpets.
2. Clean boards, walls, furniture, woodwork, and other equipment.
3. Wash, scrub, and disinfect restrooms.
4. Clean windows, door glass, and drinking fountains.
5. Empty and clean waste baskets and pick up paper and other refuse in hallways, entrances, and general grounds as necessary.
6. Rearrange furniture and other equipment to facilitate cleaning activities and for special room arrangement requirements.
7. Replace light bulbs and fluorescent lamps.
8. Communicate necessary repair information to the Head Custodian or District Custodial Lead.
9. Ensure that the building is properly secured.
10. Maintain regular attendance and punctuality.
11. Perform other related duties as assigned.

Knowledge, Skills, and Abilities

1. Reasonable knowledge of modern cleaning methods and the use and care of cleaning materials and equipment.
2. Skill in the use of cleaning materials and equipment, including stripper/buffing machine, wet/dry vacuum cleaner, etc.
3. Ability to perform strenuous physical labor involving the movement of cleaning equipment and furnishings.
4. Ability to exercise some independent judgment while adhering to prescribed policies and procedures and perform the essential functions of the position with minimal supervision.

5. Ability to understand and carry out oral and written instructions without constant supervision or contact with a supervisor.
6. Ability to establish and maintain effective professional relationships and work in partnership with supervisors, other staff, students, and the general public.
7. Ability to work effectively, interact, and respond to people with diverse cultures, backgrounds, and languages.
8. Ability to demonstrate professionalism in dress, speech and manner appropriate to the assignment and work setting.
9. Ability to maintain confidentiality at all times.
10. Ability to follow district policies and procedures at all times.

Minimum Qualifications

1. Sufficient minimum experience in custodial work to demonstrate the ability to function self-sufficiently following a brief orientation period.
2. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the essential functions of the position.
3. Sufficient education to demonstrate an ability to read and write as required in the position.
4. Successful completion of criminal history records check, as required by law.

Preferred Qualifications

PHYSICAL REQUIREMENTS

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In an eight (8) hour workday, this job requires:
R – Rarely (Less than .5 hr per day) **O** – Occasionally (.5-2.5 hrs per day)
F – Frequently (2.5-5.5 hrs per day) **C** – Continuously (5.5-8 hrs per day)
NA – Not Applicable

Physical Requirements	N/A	R	O	F	C
Sitting		X			
Stationary Standing			X		
Walking (level surface)					X
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching Overhead			X		
Repetitive use arms				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation			X		
Using foot control			X		
*Pushing/Pulling (Maximum 50 lbs)				X	
*Lifting/Carrying (Maximum 50 lbs)			X		
Environment Outside			X		
Environment: Inside					X

*Identify items typically moved:

Reviewed and agreed to by:_____ Date:_____

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