

JOB DESCRIPTION

TITLE: Assistant Custodian

REPORTS TO: Business Manager/Custodial Manager

DESCRIPTION: Perform custodial duties and routine maintenance to protect and preserve buildings, grounds, equipment, and furnishings

ESSENTIAL FUNCTIONS:

1. Perform routine maintenance and minor repairs as directed by the Head Custodian to prevent premature equipment failure (e.g., motors, fans, belts, fittings, etc.). Reports deficiencies to assure the safe occupancy of the buildings and grounds.
2. Perform housekeeping duties as assigned.
3. Operate, maintain, and repair the heating and ventilating equipment as directed.
4. Assist with the regular inspections of the building structure, HVAC systems, plumbing, electrical, boilers, sanitary conditions, and equipment for compliance with all applicable safety and health regulations. Consult with the Head Custodian on all issues outside the scope of daily maintenance routine.
5. Recognize when maintenance problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately report suspected problems and/or unsafe conditions to Head Custodian or appropriate administrator.
6. Receive, unload, check and store deliveries as directed.
7. Remove snow, ice, debris and leaves from walks, steps and entranceways, as needed for safety and cleanliness.
8. Keep informed regarding the location and function of all electrical services, service lines, location of gas, oil and water services – all utility sources and shutoffs.
9. Check with head custodian for any special activities scheduled, etc., prior to beginning work shift. Perform various chores requested by the building principal or as specified in building permits.
10. Assume the responsibility of the building custodian when he/she is absent.
11. Aid in emergency cleanups.
12. Perform other related duties as assigned.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Minimum age of 21 years.
3. Two years of work experience in custodial or related work.
4. Knowledge of HVAC control systems preferred.
5. Basic electrical, carpentry, plumbing, painting and mechanical skills.
6. Basic computer skills.
7. Ability to physically perform the required work which includes the ability to climb ladders, work off ladders or scaffolding and frequently push, pull, lift and carry objects weighing 50 to 100 pounds or more. Must pass a required physical examination.
8. Possession of a valid Ohio driver's license.
9. Ability to understand and carry out oral and written directions – including written warnings and labels.

The following personal skills and characteristics are necessary for the successful performance of assigned duties:

1. Acknowledge personal accountability for decisions and conduct.
2. Demonstrate professionalism and contribute to a positive work/learning environment.
3. Maintain a good attendance record and be punctual.
4. Perform duties efficiently with limited supervision.
5. Prepare accurate and timely paperwork. Verify and correctly enter data.
6. React productively to interruptions and changing conditions.
7. Maintain respect at all times of confidential information.
8. Make contact with the public with tact and diplomacy. Interact in a positive manner with staff, students and parents. Respond to routine questions and requests in an appropriate and timely manner.

EQUIPMENT OPERATED:

1. Standard office machines, e.g., computer, pager, cell phone, copier, fax machine, etc.
2. Floor care equipment, e.g., auto scrubber, wet-vac, buffer, burnisher, vacuum cleaner, etc.
3. Grounds equipment, e.g., lawn mower, tractor, leaf blower, power washer, snow blower, etc.
4. Various hand and power tools e.g., screwdrivers, hammer, electric drill, bench grinder, saws, etc.
5. Various plumbing tools, e.g., hand snake, closet snake, plunger, etc.
6. Brooms, ladders, rakes, shovels, scrapers, hand tamper, etc.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

1. While performing the duties of this position, the employee is frequently required to stand/walk for long periods of time; talk, hear, sit; outdoor and indoor working environments subject to bending, crouching and kneeling in confined spaces such as attics and sub-floor areas; reach in all directions; climb stairs and ladders and work off ladders and scaffolding; and with appropriate safety equipment, work with asbestos-containing materials/equipment, solvents, paints, grease and oil and other chemicals; and be exposed to toxic and caustic chemicals, fumes and odors.
2. While performing the duties of this position, the employee may occasionally push, pull or lift objects as described in #7 of the qualifications for this position.
3. The employee is responsible for the safety and well-being of other people
4. Specific vision abilities required by this position include close vision, such as the ability to read handwritten or typed material and the ability to adjust focus.
5. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
6. Move from building to building and be able to carry materials.
7. Use of personal vehicle is required in order to perform the minimum service.