

## **Job Description for Custodian**

### **Summary/Objective**

The custodian maintains a clean working environment for all staff, students, and visitors, ensuring that all areas are safe. This position reports to the Facilities Manager, who is responsible for the direction of all custodial services in the facility.

### **Essential Functions**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Cleans and sanitizes bathrooms.
- Cleans, mops, washes, buffs and vacuums floors.
- Empties trash.
- Maintains outside walk areas, including sweeping debris and washing walkways.
- Maintains landscape: waters, cuts and trims shrubs and grass.
- Cleans and polishes fixtures.
- Removes recycling materials.
- Clean and sanitize restrooms/bathrooms using established practices and procedures.
- Cleans windows and clean blinds.
- Dusts and vacuums furniture.
- Assist with the setup of facilities for meetings classrooms, conferences, sporting events, etc.
- Strip, clean, buff, and apply floor sealer and floor finish to hard surface floors, and shampoo carpets.
- Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, turn off lights.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
- Attend to emergencies when necessary.
- Maintain flexibility in work schedule throughout the school year, based on holidays, vacation, summer hours, etc.
- Assist in the instruction and supervision of student help.
- Perform other duties as required.

### **Competencies**

- Thoroughness
- Time Management
- Communication Proficiency
- Demonstrates required job skills & knowledge
- Ability to learn and use new skills
- Problem solving skills

- Listens to direction
- Honors commitments
- Takes responsibility for actions

**Work Environment**

This job operates in a professional office environment. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to lift, carry, and move items over 50 pounds. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Other Duties**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. This includes any additional and all duties that are assigned by Administration.