



**Elementary/Middle School  
Day Custodian**  
Job Description

**JOB INFORMATION**

<i>Job Title:</i>	Elementary/Middle School DayCustodian
<i>Version Date:</i>	3/19/24
<i>Category:</i>	Custodial
<i>Department:</i>	Maintenance
<i>Work Year:</i>	12 Month
<i>FLSA Classification:</i>	Non-Exempt

**JOB SUMMARY**

The overall objective of this position is to provide students and employees with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

**Essential Functions**

<i>Essential Function</i>	<i>% TIME</i>
Works any shift, any day and at any school in an emergency situation or to ensure custodial coverage for school buildings.	1%
Works during off-duty hours as the need arises.	1%
Practices energy and resources conservation.	5%
Operates all emergency equipment if necessary, has full knowledge of locations and operations of gas, water and electric control panels and valves.	2%
Assists in all emergency situations as necessary.	2%
Accepts responsibility for cleaning classrooms, offices, locker rooms, hallways and restrooms, to include mopping, sweeping, vacuuming, dusting, buffing and window washing and the application of appropriate disinfectants. Keeps all floors in a clean and attractive condition and in a good state of preservation.	55%
Keeps buildings and premises, including sidewalks, driveways and play areas neat and clean at all times. Clean lunch areas.	10%
Shovels, plows and or sands walks and steps as appropriate.	2%
Checks daily to ensure that all exit doors are open and all panic hardware are working properly during the hours of building occupancy.	1%
Cleans corridors after school each evening and during the day, when their condition requires it.	1%
Washes all windows on both the inside and outside as needed.	1%
Keeps grounds free from rubbish.	1%
Makes such minor building repairs, as the custodian is capable of completing.	5%
Reports immediately to the Principal any damage to school property.	2%
Remains on the school premises during school hours (with the exception of a 30 minute lunch) and during non-school hours when the use of the building has been authorized and the Principal has scheduled his or her attendance.	1%

Moves furniture or equipment within buildings as required for various activities and as directed by the Principal.	1%
Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.	1%
Maintains good housekeeping throughout the buildings and grounds to include snow removal, sweeping sidewalks and removing litter from designated areas.	2%
Check email and work orders daily.	2%
Requisitions, through the Supervisor of Maintenance, all necessary supplies and equipment required for the operation and maintenance of the school.	5%
Performs such other tasks and assumes such other responsibilities as the Principal, Supervisor of Maintenance, Operations and Supply may from time to time assign.	1%

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Education

Required	High School Diploma or GED	Required	
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### Work Experience

≥ 3 years or more	experience as a school custodian or the equivalent in other institutions or firms	Preferred	
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## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	NA	Rarely	Occasionally	Frequently	Constantly	Weight
Carrying				X		
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip			X			
Handling		X				
Kneeling		X				
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch		X				
Pulling (Horizontal)			X			

Pulling (Vertical)			X		
Pushing (Horizontal)			X		
Pushing (Vertical)			X		
Lifting (Floor to Waist)				X	
Lifting (Waist to Shoulder)				X	
Reaching (Forward)				X	
Vision (Far)				X	
Reaching (Waist to Shoulder)				X	
Reaching (Above Shoulder)		X			
Reading				X	
Repetitive Motions			X		
Sitting		X			
Standing				X	
Wrist Deviation (Wrist Extension)			X		
Reaching (Floor to Waist)			X		
Vision (Near)				X	
Walking				X	
Wrist Deviation (Pronation)			X		
Wrist Deviation (Radial Deviation)			X		
Wrist Deviation (Supination)			X		
Wrist Deviation (Ulnar Deviation)			X		
Stooping		X			
Wrist Deviation (Wrist Flexion)			X		
Lift up to 50 pounds				X	

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Working Environment					
Working Condition	NA	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity		X			
Wet		X			
Noise			X		
Hazards			X		
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			
Other		X			

Valid Driver's License Required	
Yes/No	Reason for Drivers License
No	

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Functional Competencies

<i>Competency</i>	<i>Level</i>	<i>Competency Description</i>
Analytical Thinking	1. Entry	Uses basic logic and common sense to arrive at solutions.
Communication Skills	1. Entry	Able to communicate well in straight-forward situations.
Company Knowledge	1. Entry	Understands his/her own job and how the role interacts with his/her team.
Functional Knowledge	1. Entry	Knowledgeable about his/her specific job.
Influence	1. Entry	Gains support for ideas within the team.
Job Impact	1. Entry	Immediate work team.
Leadership Skills	1. Entry	Does not manage employees, but may mentor and/or train subordinates.

## SCOPE

### Freedom To Act

Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined, and detailed directions.

### Problem Complexity and Problem Solving Timeframes

Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications or routines. Problem/Task resolution timeframe: The majority of tasks typically take one to two days to resolve.

### Impact

Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.

### Contact with Others

Contacts are primarily with a direct supervisor and others in a group or department to give and receive information.