SARTELL-ST. STEPHEN PUBLIC SCHOOLS
JOB DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Custodian	**Department:** Custodial/Grounds	**FLSA Status:** Non-Exempt
Immediate Supervisor: Head Custodian	**Date Created:** 1/2011	**Date Revised**:
Union Status: SEIU Multi-Unit	**Pay Grade**: 335	

Job Summary:
The custodian is responsible for providing a safe and clean environment for the students, staff and public. Main point of contact for community groups and other public entities in the evening/weekend during event in assigned building.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES (The following duties are considered representative of the relative nature and level of the work. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.)

% of Time	Essential Functions:
60%	1. Clean classrooms, common areas, hallways and bathrooms to ensure a clean and safe environment for students, staff and community members. This includes, but is not limited to vacuum, remove garbage, shampoos carpets, scrubs floors, seasonal strip/waxing etc.
15%	2. Perform minor maintenance in classrooms, common areas, hallways and bathrooms. This may include, but is not limited to repair of floor coverings, desks, chairs and cleaning equipment. Report all major deficiencies to the head or lead custodian.
10%	3. Assist with events set-up/tear-down and clean up from building events. Respond to requests of the community or staff as appropriate.
10%	4. Performs restorative summer cleaning and building classroom adjustments, which may include cleaning carpets, stripping/restoring VCT surfaces, lockers, desks, vertical/horizontal, etc.
5%	5. Assist in maintaining a safe egress to the building in inclement weather, including shoveling and disseminating salt/sand products on the sidewalks.
	6. Performs other duties of a comparable level/type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)				**DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)**
	less than high school diploma or GED			
x	**High school diploma**			**Major field of study or degree emphasis:**
	1 year college		**2 years college**	
	3 years college		**4 years college**	
	1st year graduate level			**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:** • Cleaning methods, materials and equipment • Proper use of motorized or electric cleaning equipment • Proper use of industrial cleaning products
	2nd year graduate level			
	Doctorate level			
Required Work Experience in Addition to Formal Education/Training: No previous experience is required.				
LICENSE/ CERTIFICATION	**Identify licenses/certification required:** None			

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	**Skilled in:** • Reading, writing, and speaking English proficiently. • Effective and proactive communication and organizational skills. • Developing and maintaining effective working relationships with supervisors, co-workers, other District staff, students, and members of the public. • repetitive cleaning activities while maintaining tight timelines.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	**# of Employees**
1		
	TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	**Total:**

HAZARDOUS WORKING	**Unusual or hazardous working conditions related to performance of**

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*	**duties:** This classification is may be exposed to skin, eyes, mouth and air borne contaminates while working with cleaning chemicals. Additional exposure while working with pool, boiler and/or science chemicals. .

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand				x
Walk				x
Sit		x		
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms				x
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds			x	
up to 50 pounds		x		
up to 75 pounds		x		
up to 100 pounds		x		
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:
Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

_____ _____

Department Head's Signature **Date**

Classification History:
Prepared 9/2010 by BCC**.**

Date Board Adopted: 1/2011