

SEABROOK SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Custodian

QUALIFICATIONS: Demonstrate aptitude or competence for assigned responsibilities

REPORTS TO: Maintenance Supervisor

JOB GOAL: To maintain the physical school facilities in a condition of operating excellence, cleanliness and safety so that full educational use of them may be made at all times.

WORK DAYS: Year - Round 260 days; Non-Exempt

RESPONSIBILITIES:

- Examines school buildings on a regular basis for needed repairs and maintenance and reports any needed major repairs promptly to the Maintenance Department
- Keeps all classroom floors in a clean and attractive condition by sweeping and washing daily
- Dusts classroom and remove pencil shavings daily
- Removes all trash from building and place in designated area daily
- Washes all windows in designated area as needed;
- Sweeps, washes, and buffs all corridors and vacuums hallway rugs daily
- Scrubs and disinfects bathroom floors daily
- Cleans and sanitizes all bathroom fixtures daily
- Sanitizes all drinking fountains daily
- Keeps building and premises, including sidewalks, driveways and play areas, neat and clean at all times
- Shovels, plows, and/or sands walks, driveways, parking areas and steps, as needed and as directed by Facilities Manager
- Keeps the grounds free from rubbish
- Reports immediately to the Principal, Vice Principal or Maintenance Supervisor any damage to school property
- Assumes responsibility for closing of the building each school day before leaving, assures that all doors and windows are secured and all lights, except those that are controlled by motion sensor are turned off
- Moves furniture, wash walls, refinishes floors within buildings during school breaks and any additional tasks directed by the Facilities Manager
- Flexible hours required to accommodate school vacation weeks, summer vacation, early release days and emergencies

PHYSICAL ACTIVITY REQUIREMENTS – SEABROOK FACILITIES – CUSTODIAN

LIFT up to 10 lbs.	frequently	TWISTING	frequently
LIFT 11 to 25 lbs.	frequently	TWISTING	frequently
LIFT 26 TO 50 lbs.	frequently	CRAWLING	frequently
LIFT over 50 lbs.	occasionally	SQUATTING	frequently
		KNEELING	frequently
CARRY up to 10 lbs.	frequently	CROUCHING	occasionally
CARRY 11 to 25 lbs.	frequently	CLIMBING	occasionally
CARRY 26 TO 50 lbs.	occasionally	BALANCING	occasionally
CARRY over 50 lbs.	rarely		
WORK SURFACES:			
REACH above shoulder height	frequently	Desk, table top, carpeted and tile floors	
REACH at shoulder height	frequently		
REACH below shoulder height			
SUMMARY OF OCCUPATIONAL EXPOSURES:			
		School facility environment.	
PUSH/PULL	frequently		
CONTROLS AND EQUIPMENT USED:			
HAND MANIPULATION:		floor cleaning machinery.	
GRASPING	constantly		
HANDLING	constantly	OTHER CONSIDERATIONS AND REQUIREMENTS:	
TORQUING	occasionally	Valid driver's license	
DURING THE AVERAGE WORKDAY, EMPLOYEE IS REQUIRED TO: (subject to change based on work hours.)			
SIT:	CONSECUTIVE HOURS:	0	TOTAL HOURS: 0
STAND:	CONSECUTIVE HOURS:	8	TOTAL HOURS: 8
WALK:	CONSECUTIVE HOURS:	8	TOTAL HOURS: 8
COGNITIVE AND SENSORY REQUIREMENTS:			
TALKING:	required		
HEARING:	required		
SIGHT:	required		
TASTING & SMELLING:	required		