

**Custodian**

**Purpose Statement**

The job of Custodian was established for the purpose(s) of maintaining an attractive, sanitary and safe facility for students, staff and public; providing and arranging equipment and furniture, etc. for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; ensuring security at assigned building(s); and ensuring that assigned tasks are completed in a safe, proper and timely manner.

This job reports to the Supervisor of Custodial Services.

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**Essential Functions**

- Assists with site snow removal for the purpose of ensuring access and safety.
- Attends department staff meetings, in-service training, workshops, etc. for the purpose of gathering information required to safely perform job functions.
- Cleans assigned facilities and/or grounds (e.g., classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Informs students, staff, and the public for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the facility.
- Performs ongoing facility maintenance (e.g., stripping/finishing floors, carpet care, moving furniture, painting, etc.) for the purpose of providing a clean and safe learning and working environment.
- Prepares site for daily operations as may be required (e.g., opening gates, raising flags, sweeping walkways, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes custodial and restroom supplies (e.g., paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action, notifying and/or responding to appropriate personnel for resolution.
- Secures facilities and grounds (e.g., doors, gates, alarms, lights, etc.) for the purpose of preventing property damage, equipment loss, potential liability, and assuring security/safety of students, staff, and visitors.
- Supports other site maintenance staff (e.g., grounds, trades, etc.) for the purpose of completing site activities.

- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Performs minor, job related, maintenance on custodial equipment, classroom furniture and the facility for the purpose of ensuring proper functioning and usability of items.
- Maintains professional relations with co-workers, building staff, students, and the public for the purpose of presenting a professional environment that promotes education, and reflects well on the department and the school district.

### **Skills, Knowledge and Abilities**

**SKILLS:** Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance, including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

**KNOWLEDGE:** Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; and safety practices/procedures.

**ABILITY:** Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

**Experience:** Experience working as a custodian in a school setting is preferred.

**Education:** High School diploma or equivalent

**Equivalency:** None specified

**FLSA Status:** Non Exempt

**Approval Date:** 3/1/11

William B. Gurney  
Co-Superintendent