

<p style="text-align: center;">Concord School District Job Description</p>

TITLE: Custodian

SCOPE OF WORK: To keep the assigned building at a high level of cleanliness and maintenance to have a clean, safe and healthy work and learning environment for staff, students and the public.

QUALIFICATIONS:

- One year experience preferred in methods and procedures in the custodial field.
- Ability to operate all types of cleaning equipment as required.
- High School Diploma

REPORTS TO: Head Custodian

JOB DUTIES:

- Clean the assigned spaces.
- Assist with any set-ups or break-downs as required.
- Assist with opening/securing building as needed.
- Check filters and belts on cleaning equipment, such as vacuums, floor cleaning equipment, etc.
- Assist in snow/ice removal and spreading of salt/sand.
- Report any vandalism or problems to Head Custodian.
- Assist with other duties such as, but not limited to, set up of tables and chairs, delivery of mail and boxes/packages, teachers equipment, outside grounds work such as mowing, weeding, sweeping walkways and curbs.
- Minor repairs to building such as installing/replacing paper towel and toilet paper dispensers, soap dispensers, painting.
- Perform any other duties or work as assigned.

EVALUATION:

Annual evaluations to be conducted by Director of Facilities and Planning

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PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	N R O F C	Twisting	N R O F C
Lift 11 to 25 lb.	N R O F C	Bending	N R O F C
Lift 26 to 50 lb.	N R O F C	Crawling	N R O F C
Lift over 50 lb.	N R O F C	Squatting	N R O F C
		Kneeling	N R O F C
Carry up to 10 lb.	N R O F C	Crouching	N R O F C
Carry 11 to 25 lb.	N R O F C	Climbing	N R O F C
Carry 26 to 50 lb.	N R O F C	Balancing	N R O F C
Carry over 50 lb.	N R O F C		

Work Surface(s)

Reach above shoulder height	N R O F C
Reach at shoulder height	N R O F C
Reach below shoulder height	N R O F C
Push/Pull	N R O F C

Hand Manipulation

Grasping	N R O F C
Handling	N R O F C
Torquing	N R O F C
Fine motor	N R O F C

Key

N=Not Required
R=Rarely
O=Occasionally
F=Frequently
C=Constantly

Controls and Equipment:

All cleaning tools such as, but not limited to, mops and mop buckets, brooms, dusters and cleaning equipment.

Hand tools such as, but not limited to, hammers, screwdrivers, hand and power tools, drills, saws, etc.

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During An 8 Hour Day, Employee Is Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive And Sensory Requirements:

Talking: Be able to communicate with peers , staff, public and supervisor(s).

Hearing: Be able to hear activity and awareness or surroundings.

Sight: Be able to complete the tasks at hand and identify hazards.

Training

2 hour asbestos awareness course (Annually)

Location of electrical breaker boxes, water shutoffs.

Material Safety Data Sheets (MSDS).

Minor building repairs.

Air handling equipment filter changes

Summary of Occupational Exposures:

Asbestos, cleaning chemicals, hot and cold weather conditions, snow and ice, climbing ladders, wet floors, blood and vomit, solvents.

Other Considerations and Requirements:

Have a good overall attitude for district policies and willingness to service staff and students.

Ability to work as team player and cooperate with others.

REVISION DATE: July 5, 2006

REVISION 2 DATE: August 2008

REVISION 3 DATE: May 2014