

JOB DESCRIPTION: Custodian

BASIC FUNCTION: Perform routine custodial activities at an assigned school site or facility; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

QUALIFICATIONS:

1. Successfully pass a medical examination to determine good health;
2. Dependable work record;
3. Ability to establish and maintain cooperative and effective working relationships with others;
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

EDUCATION AND EXPERIENCE: Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities as listed.

KNOWLEDGE OF:

1. Proper methods, techniques, materials, tools and equipment used in modern custodial work.
2. Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
3. Proper methods of storing equipment, materials and supplies.
4. Requirements of maintaining buildings in a safe, clean and orderly condition.
5. Appropriate safety precautions and procedures, including Asbestos Hazard Emergency Response Act (AHERA) regulations.
6. Proper lifting techniques.

ABILITY TO:

1. Perform routine custodial activities at an assigned school site or facility.
2. Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
3. Use cleaning materials and equipment in a safe and efficient manner.
4. Operate a variety of custodial equipment.
5. Maintain tools and equipment in clean working order.
6. Move and arrange furniture and equipment.
7. Observe and report safety hazards and need for maintenance and repair.
8. Understand and follow oral and written directions.
9. Observe health and safety regulations.
10. Meet schedules and time lines.

REPORTS TO: Department Supervisor and/or Assigned Building Administrator

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Perform routine custodial activities at an assigned school site or facility; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets.
2. Clean classrooms, commons areas, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.

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3. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows; unclog drains and toilets. Clean and sanitize telephones daily.
4. Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school building and remove snow and ice; care for lawns and landscaping.
5. Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned.
6. Clean chalkboards, white boards, trays and erasers; empty pencil sharpeners; clean tables, chairs and floors.
7. Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events.
8. Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy in accordance with building security procedures. Regularly check on all activities within the building.
9. Make all minor replacements and repairs. Report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority.
10. Replace light bulbs and tubes and other minor electrical repairs as needed.
11. Clean clogged drains, toilets, vents, and exhaust fans weekly or as required.
12. Clean, change filters, and oils univents and motors as directed.
13. Report any equipment malfunctions to the Building Principal.
14. Maintain ethical and moral standards inclusive of confidentiality of information about students and staff.
15. File necessary child abuse/neglect reports, as necessary.
16. Perform such other tasks and assumes such other responsibilities as the Department Supervisor, Building Administrator, or designee may assign, in accordance with Board of Education policies and procedures.

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WORKING CONDITIONS:

ENVIRONMENT:

1. Indoor and outdoor work environment.
2. Subject to fumes, dust and odors.

ESSENTIAL PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of custodial equipment.
2. Walking or standing for extended periods of time.
3. Seeing to perform custodial duties.
4. Lifting, carrying, pushing or pulling moderately heavy objects.
5. Bending at the waist, kneeling or crouching.
6. Reaching overhead, above the shoulders and horizontally.
7. Climbing ladders and working from heights to replace light bulbs.

HAZARDS:

1. Exposure to cleaning agents and chemicals.
2. Working on ladders.

TERMS OF EMPLOYMENT: Category of Position – 13. Work year for full-time, 12-month custodian based on minimum of 249 work days at 8 hours per day. Work year for part-time, 12-month custodian based on minimum 249 work days at a minimum of 4 hours per day. Hourly rate of pay and Fringe Benefit Package V as established by the Board of Education in accordance with prevailing Labor Contract.

EVALUATION: Performance in this job will be evaluated in the first year of employment and at least once every two years thereafter, by the Department Supervisor or designee.