

SOUTH EUCLID-LYNDBURST CITY SCHOOLS

JOB DESCRIPTION

TITLE: Assistant Custodian

REPORTS TO: Head Custodian of Shift

SUMMARY: The Assistant Custodian performs manual work under supervision to carry out a written schedule of cleaning tasks. Requires specific instructions to perform special tasks or to operate specialized equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Sweeps.
2. Dusts.
3. Mops.
4. Scrubs and waxes floors.
5. Cleans rugs and carpets.
6. Cleans lavatories and metal work
7. Washes windows and walls.
8. Replaced burned out lights
9. Moves furniture and equipment
10. Operates floor machines
11. Collects and disposes of debris.
12. Maintains custodial closets and accounts for supplies.
13. Promotes the safety and welfare of self, students and fellow employees.
14. Any other duties requested by the head custodian/designee.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with groups of customers or employees of district.

MATHEMATICAL SKILLS:

Ability to add, subtract, and multiply, and divide, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of problems. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness that the Board of Education policies and procedures are the overrning rules and regulations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs onto ladders. The employee will frequently bend or twist at the neck or truck more than the average person while performing the duties of this job.

The employee must frequently lift 50 pounds or more, such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift as mushc as 90 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, depth perception, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

WORK YEAR: 260 days (includes vacation and eleven (11) paid holidays)

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

SOUTH EUCLID-LYNDHURST CITY SCHOOLS

EVALUATION CONFERENCE

ASSISTANT CUSTODIAN

EMPLOYEE_____ **SCHOOL YEAR** _____

ASSIGNMENT _____ **CONFERENCE DATE**_____

EVALUATOR_____

Evaluator
Met **Not Met**

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Sweeps. |
| _____ | _____ | 2. Dusts. |
| _____ | _____ | 3. Mops. |
| _____ | _____ | 4. Scrubs and waxes floors. |
| _____ | _____ | 5. Cleans rugs and carpets. |
| _____ | _____ | 6. Cleans lavatories and metal work |
| _____ | _____ | 7. Washes windows and walls. |
| _____ | _____ | 8. Replaced burned out lights |
| _____ | _____ | 9. Moves furniture and equipment |
| _____ | _____ | 10. Operates floor machines |
| _____ | _____ | 11. Collects and disposes of debris. |
| _____ | _____ | 12. Maintains custodial closets and accounts for supplies. |
| _____ | _____ | 13. Promotes the safety and welfare of self, students and fellow employees. |
| _____ | _____ | 14. Any other duties requested by the head custodian/designee. |