

**Job Title:** Custodian: Swing  
**Classification:** Facilities  
**Reports To:** Building or Department Administrator

**General Description:** Under the direction of the Maintenance/Custodial Supervisor and Building Administrator, is responsible for providing a variety of services relating to the upkeep of buildings/grounds. This position may include, but not be limited to, the following performance responsibilities, qualifications, knowledge, skills and abilities.

**Performance Responsibilities/Essential Functions:**

1. Opens and/or locks gates, building doors and operates alarm system according to established procedures. Performs security checks of facility. Maintains awareness of the before school and after-hour building users and reports emergencies and other situations as necessary. Ensures that the building is operational.
2. Cleans assigned areas of school facility to provide a sanitary and safe environment in accordance with school district standards. Vacuums, utilizing a 14-18 upright or backpack vacuum, dusts, mops, sweeps, cleans restrooms and showers, washes windows, picks up and empties trash, changes light bulbs, fills soap and paper products containers, removes graffiti, and performs related cleaning tasks.
3. Keeps buildings, interior and exterior courtyards, and grounds free of trash, debris, and graffiti. Performs light groundskeeping duties, such as weeding and raking leaves as needed.
4. Conducts daily checks and maintains all playground equipment for safety and completes safety reports. Performs daily checks and maintains all playground and fall prevention surfaces.
5. Makes sure heating/cooling systems are functioning properly and performs system adjustments as needed or notifies appropriate personnel.
6. Removes snow and ice and adds ice melt product as needed for safety.
7. Paints and performs minor maintenance repairs to buildings and equipment as directed.
8. Writes work orders for maintenance requests.
9. Orders and maintains a four-week inventory of supplies.
10. Operates and maintains all custodial equipment to ensure good operating condition, this includes floor scrubbers, carpet machines and vacuums.
11. Completes summer, spring and winter break cleaning and moving of furniture as directed by the Maintenance/Custodial Supervisor.
12. Sets up and takes down equipment of school sponsored events including, but not limited to, daily cafeteria setup and take down, monitoring and assisting students during meals, school assemblies, music concerts, and recognition ceremonies.
13. Ensures facility use groups have access to their assigned areas.
14. Ensures dumpsters and recycle bins are locked at the end of each day.
15. Assists in leading, promoting and maintaining the building's recycling and composting programs.

16. Maintains effective communication with students, parents, staff and the public for safety, security, and public relations.
17. Understands duties and participates in buildings emergency response plans, and drills.
18. Participates in new learning as determined by the district/building.
19. Maintain reliable and timely work attendance.
20. Performs other duties as assigned.

**Qualifications/Education and Experience:**

1. One (1) year experience or training in custodial or related fields preferred.
2. Demonstrated ability to read, write, and speak English.
3. Maintain valid First Aid/CPR with AED certificate.
4. Bloodborne Pathogen Training, provided at time of hire.
5. Upon receiving a job offer, candidates must successfully complete a physical ability evaluation to ensure they can perform the essential job functions.

**Knowledge, Skills, and Abilities:**

1. Knowledge of computer control systems.
2. Knowledge of cleaning and sanitation procedures.
3. Knowledge of basic plumbing, electrical and building repair.
4. Knowledge of floor and carpet care.
5. Knowledge of safety, health and fire standards.
6. Knowledge of custodial procedures manual.
7. Knowledge and application of safety procedures related to performance responsibilities.
8. Skills in organization, time management, flexibility and multitasking.
9. Ability to lift 50 pounds.
10. Ability to assist staff and students with building access during school hours.
11. Ability to work flexible schedules in case of school emergencies.
12. Ability to reflect good moral character.
13. Ability to work off ladders and man lifts up to 30 feet.
14. Ability to perform duties via written or verbal orders.
15. Ability to attend all mandatory meetings.
16. Ability to present a professional appearance and attitude.
17. Ability to always maintain strict confidentiality of student information, including on site, interdepartmentally, between buildings, and within the community.
18. Ability to take direction in a professional manner and follow through.
19. Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.
20. Ability to maintain good working relations with co-workers, staff, students and community members.
21. Ability to follow SSD policies, procedures and protocols.
22. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
23. Ability to provide a positive and service-oriented attitude to any and all staff, parent and community member.

**Working Environment & Physical Requirements:**

In terms of an 8-hour day, "Occasionally" = 1 – 33%, "Frequently" = 34 – 66%, "Continuously" = 67 – 100%. Occasionally: sit, carry up to 50 lbs., push/pull, twist, bend, squat/crouch and keyboarding. Occasionally/Frequently: repetitive arm/hand motion including fingering/pinching/gripping, standing, stooping, climbing stairs, walking on uneven ground and reaching above shoulder height. Frequently/Continuously: walk, lift up to 10 lbs. and handle/grasp. Generally, the job requires 60-70% walking, 5-10% sitting and 20-30% standing.

Work is performed in a variety of environmental conditions including rain, snow, sunshine, and ice and this also includes a variety of temperatures changes due to weather and building needs.

This job description outlines the general nature and level of work performed by employees in this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Revised: 06/2020; 12/2022; 8/2024; 12/2024 (ADA)