

South Western School District
Position Description
POSITION TITLE | Custodians

TERMS OF EMPLOYMENT:

12 month (260 days) Full Time (40 hours per week) Status Non-Exempt

JOB CLASSIFICATION:

Support Staff - Custodians

POSITION QUALIFICATIONS:

High School Diploma or equivalent
Experience in a custodial capacity is preferred

REPORTS TO:

Head Custodians and Custodial Supervisor

WORK ENVIRONMENT:

Custodians work directly with students and staff in their assigned buildings.

JOB SUMMARY:

The Full-Time Custodian is responsible for performing routine cleaning, maintenance, and operational tasks necessary to maintain a safe, clean, and orderly environment across district facilities. This position requires independence, reliability, and the ability to work harmoniously with staff, students, and the public. The custodian contributes to the overall cleanliness, functionality, and safety of school buildings and grounds, while responding to daily operational needs and emergency situations as directed.

ESSENTIAL TASKS:

- Perform duties professionally and cooperatively alongside district staff, students, and the public.
- Demonstrate reliability through punctual and independent performance of assigned duties.
- Prioritize the safety and welfare of students, staff, and the public by observing district protocols and safety procedures.
- Operate and maintain custodial and grounds equipment, including floor scrubbers, vacuums, polishers, lawn mowers, and snow blowers.
- Complete routine cleaning duties in assigned areas, including:
 - Mopping, scrubbing, vacuuming floors
 - Disinfecting and sanitizing surfaces such as desks, plumbing fixtures, and hardware
 - Dusting of furniture and ledges
 - Moving furniture as necessary
- Handle proper collection and disposal of trash and recycling materials.

- Replenish supplies including paper products, soap, and dispensers.
- Ensure the security of facilities by locking windows, doors, and securing buildings as assigned.
- Maintain outdoor areas by mowing, weeding, and removing debris and trash.
- Perform minor maintenance tasks such as changing light bulbs, batteries, and performing basic repairs.
- Assist with the setup and teardown of furniture and equipment for school functions and special events.
- Participate in deep cleaning tasks as part of summer maintenance teams.
- Remove snow and ice from walkways and entrances to ensure safe access.
- Provide support for weekend and after-hours events, as needed.
- Respond to emergency situations and perform assigned duties in crisis scenarios.
- Perform other duties as assigned by the Head Custodian, Maintenance Supervisor, or school administration.

KEY PERFORMANCE INDICATORS (KSA):

Knowledge

- Basic cleaning methods, equipment, and materials
- Proper handling and storage of cleaning chemicals (Safety Data Sheets knowledge preferred)
- Basic building maintenance practices
- Workplace safety and sanitation procedures

Skills

- Operation of custodial and grounds maintenance equipment
- Effective communication with supervisors, peers, and school community
- Time management and task prioritization
- Flexibility to adapt to changing needs and assignments

Abilities

- Work independently with minimal supervision
- Lift up to 50 pounds and perform physical tasks such as bending, lifting, and standing for long periods
- Maintain a consistent work schedule including potential evenings and weekends
- Work indoors and outdoors in varying weather conditions
- Respond to emergencies promptly and appropriately

Able to hear with 40 decibel loss maximum and see with acuity of 20 inches or less and far acuity of at least 20 feet normal depth perception, field of vision and accommodation. Must be

able to reach above and below the waist, walk and use fingers to pick, feel and grasp objects. Requires use of both hands for repetitive motion. Some bending and twisting of the body required. Lifts/carries supplies and papers weighing no more than 40 lbs. Typical office environment with the ability to sit eighty percent (80%) of workday.

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