

# **SOUTH SIOUX CITY COMMUNITY SCHOOLS**

## **CUSTODIAN**

<b>Reports to:</b>	<b>Head Custodian and/or Director of Maintenance &amp; Operations</b>
<b>Classification:</b>	<b>Classified</b>
<b>FLSA Status:</b>	<b>Non Exempt</b>
<b>Terms of Employment:</b>	<b>12 month according to Board Policy</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

### **JOB REQUIREMENTS**

- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being honest and ethical.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Job requires a willingness to take on responsibilities and challenges.

### **WORKING CONDITIONS**

- Inside offices and throughout the school building.
- Exposure to weather conditions.
- Exposure to chemicals and solvents.

### **PERFORMANCE RESPONSIBILITIES**

- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Service, clean, and supply restrooms.
- Gather and empty trash.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Strip, seal, finish, and polish floors.
- Notify supervisors concerning the need for major repairs or additions to building operating systems.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Steam-clean or shampoo carpets.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets, meetings, assemblies, athletic events, and plays.
- Clean and polish furniture and fixtures.
- Dust furniture, walls, machines, and equipment.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals.
- Clean equipment, such as glassware and metal instruments, using solvents, brushes, rags, and power cleaning equipment.
- Spray insecticides and fumigants to prevent insect and rodent infestation.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
- Develop and maintain a positive, professional rapport with students and parents and co-workers.
- Adhere to the code of ethics of the District for non-certificated staff. The Custodian must serve as a positive role model for staff and students.

- Public Safety and Security—Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Customer and Personal Service—Knowledge of principles and processes for providing customer and personal services. This includes: customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Mechanical—Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Oral Comprehension and Listening
- Time Management
- Trunk Strength
- Extent Flexibility
- Manual Dexterity
- Static Strength
- Vision—Far and Near Vision
- Inspecting Equipment, Structures, or Material
- Performing General Physical Activities
- Communicating with Supervisors, Peers, or Subordinates
- Organizing, Planning, and Prioritizing Work
- Establishing and Maintaining Interpersonal Relationships
- Perform other tasks or duties as assigned by the Superintendent, Principal, or other supervisors.

#### **EDUCATION AND/OR EXPERIENCE**

- High school degree or GED.
- Custodial and maintenance experience preferred.
- Must maintain at all times during employment an unrestricted motor vehicle operator's license and a satisfactory driving record that meets requirements of Board policy.

#### **REQUIRED KNOWLEDGE AND SKILLS**

- Regular , dependable attendance on the job; the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities, and the ability to perform the following identified physical requirements:

Physical Custodian Requirements		E Item is not a requirement of the job N	E Occasional – up to 33% of time N	E Occasional/Essential – up to 33% of time, absolutely essential to the job E	E Frequent – between 34% - 66% E	E Continuous – over 66% of time E
<b>Stamina</b>						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running		X			
<b>Flexibility</b>						
5.	Bending or twisting at the neck more than the average person			X		
6.	Bending or twisting at the trunk more than the average person			X		
7.	Squatting/Stooping/Kneeling			X		
8.	Reaching above the head			X		
9.	Reaching forward			X		
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)			X		

<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)			X		
12.	Hand/grip strength			X		
13.	Driving on the job		X			
14.	Typing non-stop		X			
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)			X		
16.	Finger dexterity (typing or putting a nut on a bolt)			X		
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder				X	
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder				X	
	Shoulder to overhead		X			
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder		X			
	Shoulder to overhead		X			
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X			
<b>Pushing/Pulling</b>						
23.	25 to 50 pounds			X		
24.	51 to 75 pounds			X		
25.	76 to 90 pounds		X			
26.	Over 90 pounds		X			
<b>Carrying</b>						
27.	10 to 25 pounds			X		
28.	26 to 50 pounds			X		
29.	51 to 75 pounds		X			
30.	76 to 90 pounds		X			
31.	Over 90 pounds		X			