



STILLWATER AREA PUBLIC SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Custodian, Class VI</i>	Department / Building: <i>Operations / District-wide</i>
Reports to: <i>Coordinator of Facilities and Site Operations</i>	FLSA Status: <i>Non-Exempt</i>
Band/Grade/Subgrade: A12	Bargaining/Work Unit: <i>Custodial Employees</i>
Position Last Updated: 12/2008	Next Position Description Update: 01/2013

SECTION II: JOB SUMMARY

To assist in the cleaning and upkeep of assigned building(s) and grounds to ensure a condition of operating excellence in order to provide a quality education and a safe and clean environment for all staff, students and community members.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Custodial
Percent of Time:	85%	

Tasks involved in fulfilling above duty/responsibility:

- Clean assigned areas of school building, including such tasks as removing trash, vacuuming, sweeping, scrubbing sinks and counters, and cleaning windows, in accordance with established cleaning standards.
- Clean school and office furniture and fixtures including, but not limited to, desks, tables, chairs, and lockers, in accordance with established cleaning standards.
- Operate all types of power floor machines, scrubbers, wet and dry vacuums and carpet maintenance machines.
- Open and secure building in accordance with established schedule.
- Recognize and eliminate unsafe conditions or report them to supervisor for action.
- Continuously monitors facilities and grounds to ensure compliance with district standards for site appearance and safety.

Duty/Responsibility No:	2	Statement of duty/responsibility: Maintenance and General Building Upkeep
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Perform routine maintenance of plumbing and electrical fixtures.
- Perform routine checks of safety equipment, such as fire extinguishers, exiting lighting, etc.
- Perform seasonal floor and wall maintenance, including painting.
- Perform minor building maintenance.

- Performs general sidewalk care and upkeep of grounds, which may include trash removal, snow removal and/or mowing and trimming.

Duty/Responsibility No:	3	Statement of duty/responsibility: Special Projects
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Set up / take down for activities at the school.
- Provide assistance to building and district staff, and community members who rent facilities.
- Performs other job related duties as requested or assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of district policies and procedures.
- Ability to read and understand labels and comprehend operating directions.
- Understanding of, and ability to comply with, local laws for storage and disposal of trash, rubbish, hazardous waste, and flammable liquids.
- Sufficient mechanical knowledge, skill and ability to perform equipment maintenance and repair in a timely and efficient manner.
- Familiarity with current custodial and maintenance practices.
- Skill and ability to operate commercial cleaning equipment, including but not limited to, floor scrubbers, carpet extractors, vacuum cleaners, burnishers, etc.
- Ability to maintain and make minor repairs to buildings.
- Basic plumbing and electrical knowledge.
- Ability to work independently and cooperatively, and effectively communicate with students, staff and community members.
- Ability to set priorities, handle multiple tasks and take direction from multiple sources.
- Ability to climb ladders and work on scaffolds.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school diploma or GED equivalent.

SECTION VI: EXPERIENCE REQUIREMENTS

- One year of custodial experience in an educational setting preferred.
- Current State of Minnesota issued boiler license appropriate to the building assigned, or ability to obtain within one year of hire, preferred.
- Current Certified Pool Operators Certification (if assigned to SMSorOMS), or ability to obtain within one month of hire, preferred.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	C	Up to 25 pounds	F		
Sitting	O	Up to 50 pounds	F		O
Talking in person/on the phone	O	Up to 75 pounds	O	Toxic chemicals	F
Pushing/Pulling	O	Up to 100 pounds	O	Moving parts	F
Hearing	O	More than 100 pounds	N	Electrical shock risk	O
Feeling, grasping, finger dexterity	O	Noise Levels		Explosives	N
Climbing, balancing	F	Quiet (i.e. private office)	O	Fumes	F
Stooping (bend at waist)	F	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	O
Crouching, crawling, kneeling, squatting	F			Extreme heat (non-weather)	O
Stretching/reaching with hands & arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F	Varying weather conditions	C
Distinguishing smell	O			Sight	
Distinguishing temperature	O	Very loud noise (i.e. jack hammer, front row rock concert)	O	Vision for close work/ability to adjust focus	O
Traveling by automobile	O			Looking at computer monitor	O
				Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	F