

Human Resources

Custodian

Department: Maintenance
Reports to: Plant Foreman/Lead Custodian
Placement: Classified Non-exempt Salary Schedule
Term: See Duty Day Calendar

Position Summary:

The custodian is responsible for performing custodial duties, in order to ensure that buildings are maintained in a safe and sanitary manner.

Essential Functions:

- Provides, in cooperation with the faculty and administration, a safe, attractive, comfortable, clean and efficient environment for students to learn and develop.
- Maintains assigned buildings and premises, sidewalks and driveways in a neat and orderly manner during working hours.
- Maintains a daily inventory of supplies and reports the need for replacements.
- Sweeps, vacuums, dusts, and waxes classrooms daily, and cleans all sinks and other such fixtures.
- Reports safety hazards and the need for major and minor repairs.
- Performs safety measures and secures the area.
- May be required to alter working hours to perform regularly assigned duties.
- Follows plans and schedules.
- Ensures that all work is completed in accordance with District policy and applicable state and federal laws.
- Performs any other duties as assigned by supervisor.

Training and Experience:

- High School diploma or equivalent.
- Demonstrated aptitude of competence for assigned duties and responsibilities.
- Previous custodial experience preferred.

Knowledge Of:

- MSDS (material safety data sheets)

Skill In:

- Operating, caring for, and cleaning custodial equipment.
- Cleaning and simple repair techniques for equipment and materials used in custodial work.

ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

When duties and responsibilities change and develop, this job description will be reviewed and subject to changes of business necessity.