



## Job Description

**Job Title:** Custodian/General Maintenance/Grounds/Driver

**Department:** Maintenance

**FLSA Status:** Non-Exempt

### **General Definition of Work:**

Performs semi-skilled work cleaning and maintaining school building interiors and exteriors, and related work as apparent or assigned. Work is performed under the close supervision of the Building Principal, Lead Custodian, and Supervisor/Foreman of Custodians.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### **Essential Functions:**

Opens and/or secures building premises and inspects doors, windows and locks to ensure building security. Conducts snow removal activities which includes shoveling and snowblowing. Maintains athletic fields and complexes. Scrubs and cleans restrooms including mirrors, wash basins, urinals, toilets, commodes, etc.; replenishes tissue, towel and soap dispensers. Empties trash receptacles; removes trash from buildings. Sweeps, strips, buffs, waxes or dust mops assigned areas; cleans carpet. Dusts furniture, walls, windowsills and other woodwork; cleans windows. Sanitizes and cleans drinking fountains and eye wash stations. Cleans spills and sanitizes areas following incidents involving body fluids. Cleans lockers, walls and other areas; removes graffiti. Changes light bulbs. Sets up and removes bleachers, chairs, etc. for various functions and/or events. Performs systematic cleaning of facilities. Create a positive relationship with the internal and external customer and ensure the interaction the customer has with the district is an efficient and satisfying experience. Maintains outdoor grounds. Maintains outdoor equipment. Drive school bus at district discretion, as needed. When assigned to school bus driving, the job description for bus driver also applies to this position. Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

General knowledge of cleaning methods, materials, supplies and equipment; general knowledge of life safety procedures; general knowledge of maintenance and storage of hazardous materials; general knowledge of school board policies and procedures as they relate to terms of employment; general skill using cleaning and snow removal equipment; general skill operating standard office equipment; general skill in the use of cleaning and maintenance of tools and standard tools of the trade; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to take written direction and perform work duties with little or no supervision or guidance; ability to read cleaning supply labels and requirements for handling; ability to be thorough and maintain cleanliness of a building; ability to establish and maintain effective working relationships with building staff, students, co-workers, tradesman, associates and general public.

**Education and Experience:**

High school diploma or GED, or equivalent combination of education and experience.

**Physical Requirements:**

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires close vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal Custodian communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements:** Valid driver's license in the State of Minnesota. Valid driver's license in the State of Minnesota. Valid Minnesota Class B driver license with School Bus and Passenger Endorsements.

**Last Revised:** 6/2021

