



JOB DESCRIPTION

JOB TITLE:	Custodian (School Year)
FLSA CLASSIFICATION:	Non-exempt, hourly employee
WORK DAYS:	190 days (does not include paid holidays)
STANDARD HOURS PER DAY:	8 Hours per day (not including a 30-minute unpaid duty-free meal break)

WORK YEAR: The work year for the Custodian (School Year) begins on the 5 workdays prior to the first attendance day for students, and ends 1 workday after the last attendance day for students.

SALARY SCHEDULE & BENEFITS: The Custodian (School Year) is paid on the "Custodians" salary schedule, and is eligible for benefits on the "Support Staff" benefits schedule.

REPORTS TO: The Custodian (School Year) reports to the Team Leader &/or the Head Custodian for the building(s) where the Custodian (School Year) is assigned. All custodians, team leaders and head custodians report to the Facilities Administrator.

SUPERVISES: The Custodian (School Year) does not supervise any other employee(s).

GENERAL SUMMARY OF DUTIES:

Under general supervision, the Custodian (School Year) performs custodial tasks for an assigned school of the district. Employees in this class are responsible for accomplishing a daily routine of custodial tasks that provide school personnel, students, and the public with an environmentally safe, clean, attractive, comfortable, and efficient place in which to work and conduct school activities. Performs related work as directed.

ESSENTIAL FUNCTIONS:

1. Uses electrical cleaning equipment (i.e., vacuum cleaners, shampoo machines, high speed buffers, etc.) in the cleaning of the assigned facility during hours assigned.
2. Uses appropriate chemicals and cleaners safely and productively according to instructions and established rules/regulations to ensure the safety of students, the public, and all staff (including the custodian).
3. Ensures that the assigned areas are properly opened daily and fully secured upon completion of daily tasks (i.e., locking doors and windows, turning off electrical equipment, etc.).
4. Performs custodial tasks (i.e., emptying and cleaning waste receptacles; washing windows; dusting furniture; cleaning vents, fans, walls, etc.).
5. Performs sanitizing tasks in various facility areas (i.e., restrooms, kitchen and food areas, cafeterias, etc.).
6. Performs physically demanding tasks requiring use of heavy custodial equipment (i.e., mopping, stripping, waxing, floor buffing, etc.).
7. Responds to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions (i.e., spills, broken windows, broken locks, etc.).
8. Moves furniture and other equipment in the performance of duties.
9. Cleans equipment and tools after use, and maintains cleanliness and order in storage areas.
10. Reports equipment malfunctions and facility maintenance needs to immediate supervisor.
11. Performs routine maintenance on facility custodial equipment, such as changing vacuum cleaner belts and bags, and changing buffer machine pads.
12. Performs non-cleaning tasks in general facility maintenance (i.e., changing light bulbs, filling paper and soap dispensers, assisting in setting up for meeting/conferences, etc.).

13. Functions independently or as part of a custodial crew depending on the nature of the task, such as in seasonal facility preparations or other major custodial projects.
14. Responsible for keeping up to date on current technology, as job appropriate, being used by Warren.
15. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
16. Responsible for timely and accurate information they maintain as part of their job responsibilities.

NON-ESSENTIAL FUNCTIONS:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

1. Performs related duties as directed.

ENTRY-LEVEL REQUIREMENTS:

1. **EDUCATION/TRAINING:** High school diploma or GED is preferred.
2. **EXPERIENCE:** Previous work experience that demonstrates the ability to safely and effectively operate standard facility custodial equipment, and ability to fulfill the physical requirements of the work; or an equivalent combination of education, training, and experience.
3. **CERTIFICATION &/OR LICENSURE:** None required.
4. **OTHER:** Ability to perform the essential functions, meet the performance aptitudes, and fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

PERFORMANCE APTITUDES:

1. **Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
2. **Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well established policies, procedures and standards.
3. **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of electrically powered custodial equipment, and hand-held supplies and cleaning tools.
4. **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and advisory data and information.
5. **Mathematical Aptitude:** Requires the ability to perform addition and subtraction.
6. **Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
7. **Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL REQUIREMENTS: Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

SENSORY REQUIREMENTS: Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate depths. Most tasks require visual perception and discrimination.

ENVIRONMENTAL FACTORS: Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, vibrations, temperature and noise extremes, disease, pathogenic substances, and toxic/poisonous agents.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.