

Title: Custodian

FLSA STATUS: Non-Exempt

REPORTS TO:

CLASS SUMMARY: This is an entry-level classification that is responsible for performing general custodial duties during an assigned day or night shift. Specific responsibilities include removing garbage, dusting and mopping floors, and performing assigned maintenance duties.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

- Performs general custodial duties to include removing garbage, cleaning bathrooms, and classrooms, dusting and mopping floors, cleaning windows, vacuuming, and related duties.
- Performs annual summer cleaning activities to include shampooing carpets, cleaning all furniture, assisting with waxing and stripping floors and scrubbing walls.
- Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE: (positions in this class typically require):

- High School Diploma, or G.E.D.; or
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS: (positions in this class typically require):

- Pool maintenance license may be required
- Boiler license may be required

KNOWLEDGE: (position requirements at entry):

- General computer knowledge;
- General custodial principles and practices;
- Inventory maintenance principles;
- General maintenance principles.

SKILLS: (position requirements at entry):

- Performing custodial duties;
- Communication, interpersonal skills as applied to interaction with

coworkers, supervisor, the general public, etc, sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

- Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, dusts, gases, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASSIFICATION HISTORY: