

Custodian

Dept/Div: *Building Operations*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs semiskilled 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, Head Custodial Engineer and Assistant Head Custodial Engineer and Supervisor of Building Operations - Custodians and Health & Safety Risk Management.

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 individuals 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 snow blowing.

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 and ballasts.

Sets up and removes bleachers, chairs, etc. for various functions and/or events.

Performs systematic cleaning of facilities.

Works in collaboration with Head Engineer, Asst. Head Engineer and Custodian Engineer.

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.

Performs other duties as assigned.

Knowledge, Skills and Abilities

General knowledge of cleaning methods, materials and equipment; general knowledge of life safety procedures; general knowledge of maintenance and storage of hazardous materials; general knowledge of painting equipment and supplies; 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.

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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 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 arms 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.

Last Revised: 1/18/2017