

Job Title: Custodial Aide

Department: Custodial Services

Accountability: Reports to the Head Custodian and Principal and/or Assistant Principal

Job Summary:

The primary job of the Custodial Aide is to assist the custodial staff of a building in providing a clean, safe and sanitary environment for the students and staff. The Custodial Aide position is a part-time, temporary position

Duties and Responsibilities:

1. Perform daily duties that may include, but not limited to:
 - Dust all flat surfaces
 - Empty wastebaskets
 - Empty pencil sharpeners
 - Sweep floors
 - Straighten desks
 - Mop and/or spot mop
 - Clean equipment and replace supplies
 - Clean and service restrooms
 - Sweep assigned hallways, stairs and landings
 - Lower flag if necessary
 - Clean gym, locker room and auditorium
2. Assist in performing weekly or non-routine duties which may include, but not limited to:
 - Buff
 - High dusting
 - Carpet spotting
 - Replace light bulbs
 - Clean chalkboards and erasers
 - Strip, seal and wax floors
 - Wash walls and furniture
 - Clean carpets
3. Perform energy management functions such as:
 - Turn off day lights, turn on night lights
 - Turn off water in urinals
 - Unplug water fountains
 - Other items requested by the supervisor as found in the energy management guidelines.
4. Consult with Head Custodian relating to school activities and community use of building and arrange needed services and cleaning
5. Respond to office and staff request (including set-up of TV, VCR, audio systems, etc.)

6. Secure area by checking windows, doors and lights before leaving the building. If you are the only building custodian on second shift, you will be required to secure the entire building
7. Report building maintenance needs or supplies and equipment needs to the Head Custodian
8. Remove marks from floors and graffiti from walls as needed
9. Spray buff hard surface floors as requested
10. Perform duties relating to recycling as requested
11. Respond to emergencies in an appropriate manner
12. Perform other duties as necessary or requested by the Head Custodian, Principal and/or Assistant Principal

Skills and Educational Requirements:

Ability to communicate effectively both verbal and written. Knowledge of procedures for hazardous materials and bio-hazardous materials. High school diploma or GED required

Interrelations:

Contact with all levels of building and district personnel, students, parents, rental groups, and the community.

Working Conditions: May be requested to fill in for night custodian(s). Must meet the required level on the Physical Capacity Profile (PCP), which will require you to be able to climb stairs and/or ladders, exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly, have the ability to squat, bend, stoop, reach, push and pull. Attendance at required meetings. Overtime may be required.

Needed Attributes:

Exhibit a professional manner. Ability to work in a calm and efficient manner. Ability to understand all phases of the job. Ability to follow directions. Ability to be a team player.