**Job Description**

**Title:** Custodian **FLSA Status:** Non-exempt

**Classification:** Classified

**Immediate Supervisor:** Custodial Manager and Building Administrator

**Job Summary:** This position is responsible for performing custodial duties to ensure a safe and clean learning and working environment.

**Hiring Specifications:**

**Education**

* High school diploma or equivalency

**Certification**

* N/A

**Experience**

* Previous custodial experience, preferred

**Skills, Knowledge & Abilities**

* Ability to perform math operations with units such as cup/pint/quart, inch/foot/yard, ounce/pound
* Ability to follow through on instructions by supervisor
* Ability to read work orders and receive oral instructions
* Ability to read meters, gauges and recording devices and log information
* Ability to mix, sort, fold or stack items
* Ability to place/remove items from shelves at varying heights
* Ability to move knobs, buttons or switches
* Ability/agility to climb ladders, stairs, scaffolding, ramps, stoop or kneel
* Ability to communicate effectively orally and in writing
* Ability to work independently and in a team environment
* Ability to maintain confidentiality
* Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability

**Technology Requirements**

* Ability to access email and attachments and respond electronically as necessary

**Supervision of Others:**

* N/A

**Personal Contacts:**

* District staff
* Students
* Community members

**Job Duties:**

1. Thoroughly clean all traffic areas in assigned rooms/offices on a daily basis using a chemically treated dust mop or vacuum where appropriate.
2. Wet clean hard surface floors as designated with appropriate floor product.
3. Remove spots on hard surfaces and carpeted floors as needed.
4. Spot clean walls, doors and switch plates as needed. Clean interior glass doors and glass partitions. Remove graffiti.
5. Empty and clean waste baskets. Clean with an odor controlling solution as needed. Reline waste baskets as necessary.
6. Clean classroom desks as necessary.
7. Clean whiteboards and pencil sharpeners as necessary.
8. Clean sinks in lab areas.
9. Clean and maintain all custodial and maintenance closets.
10. Clean and disinfect drinking fountains and polish bright metal work.
11. Maintain exterior steps and sidewalks.
12. Clean kitchen areas as designated.
13. Clean cafeteria areas as designated.
14. Clean gymnasiums, auditoriums, etc. as designated.
15. Clean and disinfect restrooms on a daily basis.
16. Refill supplies such as toilet paper, soap and paper towels as needed.
17. Replace light bulbs as needed.
18. Clean inside/outside windows as needed.
19. Turn off lights and lock all doors and windows after cleaning each room.
20. Open and secure buildings per administrator’s direction.
21. Remove trash from all designated areas and empty into dumpster.
22. Perform snow removal, including shoveling and applying de-icer as necessary.
23. Mow and trim as necessary.
24. Dust as assigned.
25. Assist building staff with request for moving supplies, etc.
26. Move furniture, including lunch tables, as needed.
27. Set up/tear down for special events (e.g. concerts).
28. Perform assigned duties during summer and non-instructional times such as:
    1. Sand, buff, wax and seal floors as scheduled.
    2. Load/unload trucks or other items as needed.
    3. Move furniture as assigned.
    4. Clean windows, lockers, etc. as assigned.
    5. Complete repairs as needed.
29. Assist head custodian as needed.
30. Perform other duties as assigned.

**Physical Requirements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **NEVER**  **0%** | **OCCASIONAL**  **1-32%** | **FREQUENT**  **33-66%** | **CONSTANT**  **67%+** |
| A. | Standing |  |  |  | X |
| B. | Walking |  |  |  | X |
| C. | Sitting |  | X |  |  |
| D. | Bending/Stooping |  |  | X |  |
| E. | Pushing/Pulling |  |  | X |  |
| F. | Reaching |  |  | X |  |
| G. | Climbing/Stairs |  | X |  |  |
| H. | Driving |  | X |  |  |
| I. | Lifting |  | Up to 100 lbs. |  | Up to 25 lbs. |
| J. | Carrying |  | Up to 100 lbs. |  | Up to 25 lbs. |
| K. | Manual Dexterity Tasks |  |  |  |  |
|  | Telephone |  | X |  |  |
|  | Computer |  | X |  |  |
|  | Other (equipment necessary to  complete job duties) |  |  |  | X |
| L. | Working Conditions |  |  |  |  |
|  | Inside |  |  |  | X |
|  | Outside |  | X |  |  |
|  | Extremes in temp/humidity |  | X |  |  |

**Additional physical requirements:** Work around machines with moving parts, moving objects or vehicles; work on ladders and/or scaffolding; exposure to gas, sewage, dampness, humidity, toxic chemicals, explosive environments and airborne dust; slippery or uneven walking surfaces;

**NOTE:** Summer duties may change frequency of physical requirements, depending on assignment.

**Additional requirements:** Successful completion of post-offer drug screening and physical as well as background check.

**Terms of Employment:** Twelve-month assignment per Board policy and administrative guidelines. Performance evaluated annually.

**Date Last Revised:** 8/28/18