

# WAUNAKEE COMMUNITY SCHOOL DISTRICT

## CUSTODIAN Job Description

### QUALIFICATIONS:

- 1) High school diploma
- 2) Job related training or skills
- 3) Good communication skills
- 4) CPR/First Aid Certification
- 5) Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Director of Facilities

### GENERAL RESPONSIBILITIES:

Performs general cleaning and housekeeping and related work as required. The custodian shall operate and maintain school facilities in a safe, orderly manner and protect from fire, water and any other deterioration. The job demands the ability to bend and lift, stand and/or walk for extended periods of time, and to climb and reach. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

### ESSENTIAL FUNCTIONS:

- 1) Sweep, mop, scrub, seal and wax floors.
- 2) Empty trash and garbage containers.
- 3) Assist in snow removal.
- 4) Operate school vehicles and all custodial equipment.
- 5) Make minor maintenance repairs, such as light fixtures, equipment and furniture repairs, plumbing and electrical repairs.
- 6) Obey all safety rules and regulations.
- 7) Climb ladders and scaffolds.
- 8) Maintain building security (lock doors, change lights, etc.).
- 9) Assist loading and unloading trucks.
- 10) Perform minor maintenance projects such as painting, carpentry work, etc.

- 11) Wash windows, walls, sinks, toilets, furniture, woodwork, etc.
- 12) Perform dusting and vacuuming.
- 13) Set up rooms or gym area for school activities as requested.
- 14) Load, lift or unload supplies and materials, equipment, etc.
- 15) Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- 16) Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

- 16) Perform other responsibilities as assigned by the Director of Facilities, Building Principal or Head Custodian.
- 17) Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March 1994  
9/8/97

Waunakee Community School District