

# Lebanon Community Schools

---

## POSITION DESCRIPTION

TITLE: CUSTODIAN

TYPE: Classified

REPORTS TO: Assistant Superintendent of Operations

### POSITION SUMMARY:

The primary purpose of this position is to maintain a clean, safe, comfortable, and attractive physical environment.

### MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Two years experience in custodial or related position.
4. Pass Physical Capacities Assessment.

### ESSENTIAL FUNCTIONS:

1. Vacuums carpeted areas.
2. Mops, scrubs, waxes, and buffs floor areas.
3. Dusts and cleans assigned area(s).
4. Washes windows and glass/mirrors.
5. Cleans chalk/white boards.
6. Maintains cleaning supply inventory.
7. Sweeps walks, entrances, and inside.
8. Disposes of trash and other debris.
9. Washes, scrubs, and disinfects rest rooms, drinking fountains, and other fixtures daily.
10. Sets up, takes down, and moves furniture, shelving, partitions, and other equipment and materials.
11. Paints and does touch up on buildings, furniture, and other equipment.
12. Replaces light bulbs and does other minor maintenance and repairs, including desks, chairs, and tables.
13. Does safety and hazard inspections and completes reports.
14. Secures doors and windows and sets alarms.
15. Prepares for and monitors special activities at the site, including directing and assisting visitors.
16. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
17. Duties involve hand-eye and foot coordination, in carrying, positioning, grasping, and operating a variety of hand and power tools.
18. Reads instructions and prepares various cleaning and other solutions.
19. Responds to emergency clean up situations and other emergency situations and call backs as needed.

LEBANON COMMUNITY SCHOOLS  
Position Description  
Custodian (cont'd)

**OTHER REQUIREMENTS:**

1. Possible exposure to bodily fluids due to employee or student illness or injury.
2. Work is performed in a variety of indoor, and some outdoor locations, including some areas that present danger, such as in attics and crawlspaces. Extreme variations in temperature can occur.
3. Required exposure to noise, moving machinery, chemicals, and wet conditions.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

**WORKPLACE EXPECTATIONS:**

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 260 paid days, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

---

**EMPLOYEE STATEMENT:**

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

"I hereby certify that I am able to fulfill the essential functions of the above position."

---

Employee Name (Print)

---

Employee Signature

---

Date

**PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS**

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day)      O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day)      C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting		X			
Stationary standing		X			
Walking (level surface)					X
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/pivot				X	
Climbing (stairs)		X			
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing				X	
Fine manipulation		X			
Using foot control		X			
*Pushing/Pulling Maximum weight: <u>100 lbs.</u>		X			
*Lifting/Carrying Maximum weight: <u>70 lbs.</u>			X		

\* Identify items typically moved: Furniture, supplies, equipment, filled garbage bags