



## Custodian

Reports To: Building Maintenance Supervisor and Building Principal(s)

### **SUMMARY**

A Custodian's primary duty is to keep buildings clean. Custodians work to make sure that the buildings and grounds are neat, clean, free from clutter and safe. Custodians pick up trash, sweep, mop, vacuum, clean and stock bathrooms, ensure buildings are secure, clean windows and perform minor building maintenance and repairs. At times, outdoor work will be required to assist with keeping lawns or sidewalks clean, mowing grass, tending to ornamental gardens, raking leaves or shoveling snow.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Clean and inspect school facilities and grounds for the purpose of ensuring that the site meets standards for safety and cleanliness, identifying vandalism, equipment breakage, weather damage, etc.
- Respond to safety and/or operational concerns for the purpose of taking appropriate actions and maintaining a functioning educational environment.
- Perform specialized semi-annual and annual cleaning and maintenance.
- Perform minor maintenance and repairs of furniture and equipment for the purpose of ensuring safe and efficient use of facilities.
- Must be knowledgeable regarding all areas of suspected asbestos locations within assigned building(s) and assure non-disturbance of these areas by public or staff.
- Secure facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability.
- Set up and break down for the preparation and usage of the facility.
- Notify supervisor, in a timely manner, of the need for supplies and equipment.
- Assist maintenance personnel, as needed, with removal of snow, lawn care, painting, etc.
- Communicate in a positive professional manner at all times with personnel and the community for the purpose of maintaining good working relationships.
- Uses safety equipment for the purpose of completing required tasks and adheres to safety practices.
- Must have the ability to recognize and report improper function of electrical, mechanical and HVAC systems.
- Must be willing and able to operate a variety of equipment.
- Must be willing to work hours as assigned, on a flexible schedule.
- Must have the physical stamina to lift, carry or move items up to 75 lbs. and have knowledge of appropriate methods of lifting and handling heavier objects.

- Perform any other duties that may be assigned by supervisor.

### **QUALIFICATIONS**

- **Education:** High school diploma or GED required.
- **Language Skills:** Understand written procedures, speak clearly and understand multi-step written and oral instructions. Ability to communicate clearly and concisely both orally and in writing.
- **Computer Skills:** Basic computer skills helpful.
- **Other Skills and Abilities:** Must be team oriented and have the ability to develop effective working relationships with students, staff and the school community. Should be able to perform basic math to include calculations, fractions, percentages and ratios; read and comprehend a variety of materials; train others; and understand and perform written and oral instructions. Have specific knowledge necessary to perform the functions of the job. Be willing to work as assigned, on a flexible schedule.
- **Certificates, Licenses, Registrations:** Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Performing the job duties of this position requires the following physical demands: reaching, lifting up to 75 lbs., standing, walking, carrying, bending, stooping, kneeling, crouching, sitting and/or crawling. Work may be performed in all varieties of weather conditions. Duties may be performed in an environment involving intense manual labor, noise, dirt and dust, odors, fumes, hazardous materials or situations.

The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or output of students.

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.</p>
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