

## Hellgate Elementary Position Description

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Position Title: Custodian  
Department: Maintenance  
Reports To: Supervisor, Maintenance/Principal/Superintendent  
Prepared By: Superintendent                      Date: June, 2009  
Approved By: Superintendent                      Date: June, 2009

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**SUMMARY:** Keeps the district's school buildings and grounds in such a state of operating excellence that they present no problems or interruptions to the educational program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** . *Other duties may be assigned.*

- Assists in maintaining seasonal grounds work (snow, lawn).
- Cleans and preserves designated spaces, equipment etc. in the building and grounds.
- Restocks disposable items and provides head custodian with inventory usage and data.
- Assists visiting public utilizing the facilities with directions within building and in obtaining and setting up need equipment.
- Maintains building and grounds security in the building each school day.
- Ability to read and understand instructions for cleaning, maintenance and safety procedures.
- Knowledge of basic techniques of minor repairs and building and grounds maintenance.
- Ability to operate cleaning equipment and lift heavy equipment.
- Ability to properly handle cleaning supplies.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**  
High school diploma or general education degree (GED).

**LANGUAGE SKILLS:**  
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**  
Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**REASONING ABILITY:**  
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district

requirements and Board of Education policies.

***PHYSICAL DEMANDS:*** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and finger to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 lbs such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

***WORK ENVIRONMENT:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.