



## **JOB DESCRIPTION**

**TITLE:** CUSTODIAN

**CONTRACT:** 12 month employee

**REPORTS TO:** Director of Operations

**LOCATION/DEPARTMENT:** Assigned District Building

**POSITION SUMMARY** All employees of the Otsego Public Schools, including Custodians, are expected to display a positive, caring, nurturing attitude and a genuine desire to assist all students and staff when necessary to maintain a safe and orderly environment.

The Custodian cleans and maintains the school building and grounds, sets up equipment for special events, and assists school personnel with work requests.

### **RECOMMENDED EMPLOYMENT QUALIFICATIONS**

**EDUCATION:** Must hold a high school diploma or graduate equivalence (GED)

**EXPERIENCE:** Previous experience working in cleaning and custodial.

### **DUTIES AND RESPONSIBILITIES**

Essential Job Functions:

- Daily classroom cleaning, including emptying trash, sweeping/vacuuming, spot mopping and locking of doors and windows.
- Daily restroom cleaning, including disinfecting all fixtures, emptying trash, refilling soap and paper products, and removing graffiti and litter.
- Daily hallway cleaning, including picking up trash, emptying trash, sweeping/vacuuming hallway and entry rugs, and spot mopping hard floors.
- Groundskeeping, including exterior building maintenance, landscaping by planting flowers and weeding, snow removal, power washing and raking
- Other duties as assigned by the building principal or Director of Operations

Knowledge, Skills & Abilities:

- Effective listening, oral and written communication skills
- Safe handling of cleaning and groundskeeping supplies and equipment.
- Ability to interact with students and staff in a friendly, yet professional, manner.
- Ability to work independently or as part of a team

From time to time, in emergency situations, it becomes necessary for all adults, including Custodians, to assist in supervising groups of students and attending to the physical needs of students.

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

**REQUIRED:** Capturing Kids Hearts training to be completed within the first two years of employment

**PHYSICAL REQUIREMENTS:** 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. Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crouching, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

Work Environment: The noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:** 12 month employee

**FLSA Status:** Non-exempt

**Salary and Benefits Information:**

- Salary and Benefits: Consistent with Non Union Employees