

# Job Description

Liberty Public School District

## Custodian

### Purpose Statement

The job of Custodian is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities, building, district and community events.

This job reports to the Custodian Supervisor

### Essential Functions

- Arranges furniture and equipment for the purpose of providing adequate set-up for special events and meetings.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans and properly disposes of mercury containing lamps for the purpose of following EPA recommendations and ensuring the safety of students and staff.
- Cleans space following games, performances, and other special events (e.g. stadium, field, theater, gym, etc.) for the purpose of maintaining a sanitary, clean and attractive environment.
- Cleans assigned classrooms, offices, gym, cafeteria, hallways, staircases, restrooms, etc. (e.g. vacuums; mops; sweeps; dusts; wipes down surfaces; empties pencil sharpeners, trash, and recycling, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Interacts with students consistently for the purpose of guiding and serving students.
- Performs summer maintenance (e.g. strip/wax floors, moves furniture, washes walls, windows, floor boards and furniture, etc.) for the purpose of completing summer deep cleaning or during construction projects.
- Performs minor maintenance in assigned building and on custodial equipment (e.g. replaces ceiling tiles, light bulbs, and air filters; changes vacuum bags, etc.) for the purpose of ensuring proper functioning and usability of items.
- Performs snow and ice removal (e.g. shovels sidewalks and steps, applies ice melt, etc.) for the purpose of ensuring safe access to the assigned building.
- Picks-up trash from the building grounds, including parking lots, during the regular litter patrol, or as needed, for the purpose of maintaining a sanitary, safe and attractive environment.
- Replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Reports major repair needs promptly to the Custodian Supervisor for the purpose of preventing injuries and ensuring the safety of students and staff.

- Responds to inquiries from staff, students, parents, and/or visitors on various topics and/or issues (e.g. bodily fluid cleanup, meeting set-up, vandalism, facility damage, etc.) for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Secures facilities and grounds (e.g. locks doors and gates, sets alarms, turn off lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Works with other custodial and maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.

### **Other Functions**

- Delivers a variety of items (e.g. supplies, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties at the site.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; lifting 55 lbs.; climbing ladders up to 8'; and working outside of normal working hours including weekends and holidays, as needed.

#### **Responsibility**

Responsibilities include: working with immediate supervision; providing information and/or advising others; There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education (Minimum):** No specific education level is required.

**Education (Preferred):**

**Equivalency:**

**Required Testing**

Essential Function Test  
Physical Exam

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Asbestos maintenance and operations training within  
30 days of hire

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

7/1/2022

**Salary Grade**

See Classified Salary  
Schedule

**Revised Date**

7/13/2022

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.