

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Custodian
Date Prepared or Last Reviewed: December 2022
Work Year: 12 months
Department: Facilities
Reports To: Head Custodian/ Custodial Supervisor

SUMMARY Responsible for overall cleanliness, sanitation, security, safety and maintenance of the assigned facility, buildings, grounds and equipment. Perform building repairs and maintenance. Be available for shift changes and ensure there is adequate coverage for all shifts. Schedules are to meet the schools and/or district's needs. May be assigned at a K-8, Middle, High School or another district facility as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

- D 40% Perform cleaning duties including but not limited to removing trash, cleaning, sanitizing, disinfecting of all areas within the building including desks, wall boards, windows, sinks, walls, restrooms, hallways, stairwells, common areas, and entry ways, floors, ceilings, offices, cafeteria, gymnasium, media center, locker rooms, auditorium, stages, custodial offices, and storage areas. Clean tables and floors in cafeteria after breakfast and lunch periods. Respond to emergency clean-up.
- D 20% Perform minor repairs and building modifications such as repairing, moving and assembling furniture, repairing custodial equipment, repairing/repainting walls, restroom stalls, hanging teaching aids, unclog plumbing and waste traps, changing light bulbs, replacing ceiling tiles. Responsible for setup, break down and cleaning of gym bleachers, risers, mat hoists, stage, sound equipment and ensuring proper functions. Assist with distribution of incoming and outgoing freight and school materials. Answers questions, responds to requests and/or direct individuals to appropriate individuals or building areas.
- D 5% Assist with building operation for building usage and events, including set up, breakdown and cleanup, locking and unlocking areas for access and supporting individuals using building areas. Secure doors and turn out lights.
- D 10% Perform building and site safety and operational checks, including inspecting for hazards, animals, graffiti and vandalism. Responds to fire alarm tests and drills, tornado drills and lock down drills, exit and emergency lighting and elevator inspections and tests. Perform playground inspections and relocates mulch to fall zones on playgrounds.
- D 10% Ensure safe access to building daily, including Police outside grounds and parking lots for trash and emptying and cleaning trash receptacles, snow and ice removal, activating appropriate lighting, locking and unlocking doors, entry ways and windows, checking for inoperable doors and windows, and monitoring unauthorized entries, removing slip and trip hazards.
- D 5% Communicates with supervisor about issues, supplies and needs for the department either verbally or through a written log. While on duty, communicates with supervisor or administration by way of 2-way radio.
- D 5% Perform seasonal, summer and project cleaning as planned and assigned by supervisor.
- D 5% Perform other duties as assigned, for example, after hours' emergencies.

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: 6 months to 1 year of custodial experience.

SKILLS, KNOWLEDGE, & EQUIPMENT: Interpersonal and basic communication skills. Knowledge of basic cleaning methods and procedures and cleaning equipment. Operating knowledge of floor scrubber/water extractor, carpet shampooer, waxer, hand tools, and snow removal equipment required within 6 months after hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: BOCES Safety Training Certificate required within 2 months after hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no managerial responsibilities; may assist with managing student workers. Acts as a resource for student workers by providing training.

JUDGMENT AND DECISION MAKING Work is assigned by Head Custodian Custodial Supervisor. This position requires sound judgment and quick action to ensure the cleanliness of the building and the safety of all occupants. Errors in decision making could lead to safety or health hazards for students, staff, and the general public. Decision making is guided by equipment, cleaning standards, and department and District policies and procedures. Decision making requires collaboration with Head Custodian, Principal, , and Custodial Supervisor. . Principal is occasionally involved in decision making.

DIVERSITY OF DUTIES: Duties require cross training in cleaning techniques, power and hand cleaning equipment, cleaning chemicals, basic knowledge of plumbing and carpentry, and safety.

SAFETY TO SELF AND OTHERS: High exposure to self to bruises to using equipment and bumping into objects and to cuts due to sharp edges while cleaning. Medium exposure to self to chemical burns due to cleaning chemicals, to fractured bones due to falling, to hernia due to lifting heavy equipment and objects, to disease due to cleaning up body fluids, and to repetitive motion injuries due to motions required for cleaning. May expose others to injuries if a person in this position fails to properly maintain building, grounds, and/or furniture and/or fails to react timely to unsafe building conditions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is frequently required to communicate, coordinate, and use interpersonal skills. Occasionally required to compare, analyze, copy, instruct, compute, synthesize, evaluate, compile, and negotiate.