

SCHOOL DISTRICT OF BRADFORD COUNTY
JOB DESCRIPTION
CUSTODIAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent preferred.
- (2) Ability to read basic operating instructions.
- (3) Demonstrated aptitude for successful completion of the tasks assigned.
- (4) Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of maintenance equipment used on the job. Capable of doing heavy manual work in routine housekeeping, domestic tasks and grounds work in and around schools and other buildings. Able to do manual work involving a variety of housekeeping and gardening tasks under close supervision. Instructions from supervisors are specific in nature and work is subject to close inspection during progress and upon completion. Employees must be physically able to a heavy work schedule over the normal work day. Where employees do not work under close supervision, work follows a well-established routine. This position's primary responsibility is for buildings, grounds and equipment knowledge of chemicals and how to use them properly.

REPORTS TO:

Head Custodian I Principal

JOB GOAL:

To provide services that will maintain a clean, safe and positive environment at school site.

SUPERVISES:**PERFORMANCE RESPONSIBILITIES:**

1. *Maintain a-working knowledge of methods, materials and equipment used in cleaning floors, walls, windows, light fixtures and plumbing fixtures.*
 2. *Be aware of methods, materials and equipment used in routine care of shrubs and lawns.*
 3. *Develop and maintain a working knowledge of use and care of janitorial and yard care equipment*
 4. *Scrub, mop, wax and polish floors; dust and polish furniture; wash windows, woodwork, toilets, venetian blinds. washrooms and fixtures.*
 5. *Work with a variety of chemicals, mixed by self for use.*
 6. *Replace burned out light bulbs; assist in making simple repairs to building equipment and furniture; change air conditioning filters.*
 7. *Empty waste baskets; take trash to main area for disposal; clean up grounds and sprinkle the lawn; bale paper for disposal.*
 8. *Cut grass and perform other routine care of grounds.*
 9. *Read and interpret manuals for use and maintenance of sophisticated equipment*
 10. *Move office and school furniture and equipment from place to place as directed.*
 11. Deliver supplies to offices.
 12. Set up areas for special events.
 13. Use effective, positive interpersonal communication skills.
 14. Perform other incidental tasks consistent with the goals and objectives of this position.
- Essential Performance Responsibilities are italicized*

PHYSICAL REQUIREMENTS:

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 as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 8

Job Salary Pay Lane 1

*EMCS