



Custodian

Position Description

Position: Custodian
Reports to: Principal, Assistant Principal, Custodial Supervisor
Terms of Employment: 12 months, Full Time
Pay Grade:
Pay Range:
FLSA Status: Non-exempt

Nature of Work

An employee in this class performs a variety of manual activities cleaning and maintaining buildings. An employee in this class also controls and performs minor maintenance to the building heating and air conditioning equipment. The employee performs a variety of duties in accordance with established practices and cleaning schedules. An employee in this class will introduce minor changes in procedures and solve simple problems before contacting a supervisor. Errors will be revealed by inspection of work and are not likely to result in major loss of time or resources. The employee receives limited supervision.

Education and Experience

- Some experience in housekeeping.

Certification and Licensure Requirements (if applicable):

Essential Functions/Typical Tasks

- Scrubs, dusts, sweeps, mops, vacuums, waxes and polishes floors in rooms, hallways and closets.
- Washes windows, woodwork, walls and other surfaces.
- Scrubs and cleans rest room fixtures.
- Replenishes tissue, towels, and soap in rest rooms, kitchens and classroom facilities.
- Replaces light bulbs and florescent tubes.
- Empties wastebaskets and other refuse receptacles.
- Locks and unlocks doors.
- Sorts and stores material for recycling program.
- Makes minor repairs to furniture or facilities.
- Reports to supervisor damages or needed repairs requiring outside attention.
- Turns heating and air conditioning equipment on and off.
- Sorts and stores material for recycling program.
- Reports to supervisor any damages or needed repairs.
- Picks up paper and other trash in school building or on school grounds.

Knowledge, Skills, and Abilities

- Working knowledge of cleaning methods, materials and equipment.
- Some knowledge of procedures to operate heating and air conditioning equipment.

- Skill in the use of small equipment used in routine cleaning.
- Ability to maintain positive working relations.
- Ability to understand and follow simple oral or written directions.

Physical Requirements

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. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to use hands to fingers, handle, feel or operate objects, tools or controls and reach with hands and arms. The position requires considerable physical effort and is more than 70% of the job functions. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch or crawl. Employee is regularly required to reach with hands and the ability to climb a ladder. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must regularly lift and/or move up to 50 pounds and occasionally over 50 pounds.

Special Requirements