
POSITION DESCRIPTION

Custodian I

General Definition of Work

Performs semiskilled work. Perform all necessary custodial duties, keeping facilities clean, well maintained and orderly, providing a safe, attractive, comfortable, clean and efficient place for students and staff to learn and work, and related work as apparent or assigned. Work is performed under the regular supervision of the Head Custodian.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Performs light and heavy manual work directly associated with all aspects of building and equipment cleaning and maintenance in all seasons. Provides services and assures that facilities are clean, comfortable, safe, and orderly, based on district policy. Responsible for cleaning heating, ventilation, and cooling systems, and for painting and working throughout the district when required.
- Maintains trash pickup, snow removal on walks, driveways, parking areas and steps, as well as other outdoor tasks.
- Cleans floors, including dust mopping, wet mopping, and vacuuming. Maintains floors by stripping/finishing manually or by machine, operating rug shampooer, scrubbing and buffing machines, and other equipment with appropriate skills.
- Climbs ladders and works on scaffolding as needed.
- Moves furniture and other equipment. Assembles and sets up new furniture, mounted items, and other equipment.
- Under direction of the Head Custodian, sets up premises for instructional programs, activities, and special events.
- Dusts and cleans all furniture, including desks, shelves, radiators, moldings, window sills, blinds, and windows. Washes walls, hand railings, desks, tables, countertops, windows, showcases, glass, interior glass surfaces, chalk trays, and blackboards.
- Cleans and scrubs lockers and showers, classrooms, sanitizes bathroom sinks, toilets, fixtures, floors, walls, and fountains. Replenishes bathroom supplies, such as toilet tissue, hand soap, towels, etc. Disposes of building waste.
- Provides security by policing the grounds if necessary, answering alarms, and being present during special events.
- Practices and promotes safety precautions in performance of duties. Secures the building by locking all doors and windows, turning off lights and equipment, and activating security system when the building is unoccupied.
- Maintains swimming pool, including chemical testing, cleaning, and other maintenance as directed by the Head Custodian.
- Inspects and repairs equipment and furniture, including playground equipment and machines used for cleaning, to provide a safe, clean, and comfortable environment in district buildings. Notifies supervisor of repair or replacement needs.
- Moves furniture and/or equipment within buildings as required. Provides services for building rentals as assigned by head custodian or building principal.
- Assists the District, if needed, in emergency situations or to perform cleaning tasks as assigned by management.
- Works cooperatively and efficiently with faculty, students, management, and administration, as well as the public using District facilities.
- Regular and reliable attendance is required.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- General ability to read work instructions and schedules, warning signs, and instructions for equipment operation.
- Social skills, able to solve simple problems and to safely and efficiently use equipment.
- Some ability to perform minor maintenance on buildings and equipment.
- Must have physical strength and stamina necessary to perform all light and heavy manual work associated with all aspects of office and buildings and grounds care and cleaning.
- Some ability to diagnose and repair equipment.

Education and Experience

High school diploma or GED and minimal experience, or equivalent combination of education and experience.

Special Requirements

Forklift certification

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking and reaching with hands and arms, frequently requires using hands to finger, handle or feel and stooping, kneeling, crouching or crawling and occasionally requires speaking or hearing, climbing or balancing, pushing or pulling and lifting; no special vision is required; no special vocal communication skills are required; no special hearing perception is required; work requires visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities.

Environmental Conditions

This work regularly requires exposure to vibration, frequently requires working near moving mechanical parts and occasionally requires exposure to wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

The Board does not discriminate in the employment staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, sex stereotypes, sex characteristic or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, (as defined in 111.32, Wis Stats.), use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

Custodial Staff Compensation Plan

Building and Grounds

FLSA Status: Non-Exempt

Last Revised: 1/2020

Stevens Point School District, Stevens Point, Wisconsin