



## JOB INFORMATION

<b>TITLE:</b>	Custodial Personnel	
<b>EMPLOYEE GROUP:</b>	Classified	<b>ADDITIONAL JOB CODES:</b> 706
<b>SHIFT:</b>	As Assigned	
<b>TERM OF EMPLOYMENT:</b>	Full Time, 12 Month Position <u>or</u> Part Time, 9.5 Month Position <u>or</u> (Part Time, 11 Month Position)	
<b>HOLIDAYS:</b>	As Per School Calendar, outlined in Classified Compensation Plan	
<b>LOCATION(S):</b>	As Assigned	
<b>RATE OF COMPENSATION:</b>	Per the Classified Compensation Plan	
<b>FSLA:</b> Exempt _____	Non-Exempt _____	

Last Edited On: 12/06/2019

Board Approval Date: 01/13/2020

## ORGANIZATION

<b>DEPARTMENT:</b> Custodial	<b>REPORTS TO:</b> Head Custodian and Director of Custodial Services
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## JOB SUMMARY

### SUMMARY

All Custodial Personnel are directly responsible to the Building Head Custodian for daily operations and to the Director of Custodial Services.

### QUALIFICATIONS

- Possess a high school diploma or equivalent, or preferably at least two (2) years in the custodial field;
- Possess the ability to understand, communicate with, and motivate employees who will perform the cleaning duties;
- Possess the ability to make independent judgment concerning matters related to the custodial services;
- Possess the skills and capability of completing assigned tasks;
- Possess training and/or knowledge of materials and equipment necessary to clean and maintain school buildings; and
- Possess ability to perform basic word processing, spreadsheets and access information online including pay stubs and employee email.

## ESSENTIAL FUNCTIONS

### SCOPE OF RESPONSIBILITIES

- a. Maintain a clean, neat and orderly building;
- b. Protect the health and safety of students and staff;
- c. Secure the building; and
- d. Notify proper individuals in the event of emergencies.

### SPECIFIC CUSTODIAL RESPONSIBILITIES

Under general supervision, performs a variety of general janitorial duties. (The following description covers the most significant duties performed on a daily basis, but does not exclude other occasional work assignments not mentioned.)

- a. Clean all offices.
  1. Take all trash to dumpsters;
  2. Dust all furniture and horizontal surfaces: desks, tables, chairs, sofas, ledges, files, bookcases, cabinets, hat and coat racks, window skills, baseboards, radiator covers, telephones, fire extinguishers, etc;
  3. Clean glass doors, drinking fountains;
  4. Wipe up spillage on floors and furniture; and
  5. Dust mop floors and vacuum carpets complete, spot clean furniture, walls and doors.
- b. Clean all classrooms.
  1. Take all trash to dumpsters;
  2. Clean whiteboards and/or trays;
  3. Dust sills, ledges, radiator covers, etc.;
  4. Sanitize tables, desk, chairs, door knobs, etc.;
  5. Clean door glass and drinking fountains;
  6. Wipe up spillage on furniture and floors;
  7. Dust mop floor and damp mop as needed;
  8. Spot clean walls;
  9. Straighten chairs; and
  10. Rooms with carpet are to be vacuumed daily and spots removed as soon as possible.
- c. Clean all restrooms and locker rooms.
  1. Sweep floors;
  2. Clean mirrors;
  3. Disinfect all surfaces (tops, sides and underneath) of sinks, commodes, urinals, all attached hardware and fixtures;
  4. On inside of commodes and urinals, use bowl cleaner to prevent hardness buildup;
  5. Sanitize all stall doors/walls;
  6. Check and fill dispensers; and
  7. Damp mop floor with disinfectant.
- d. Clean all-purpose rooms, kitchens, and kitchen restrooms.
  1. Dry mop or sweep floor after lunch period;

#### CUSTODIAL PERSONNEL

2. Wet mop any spills during or after lunch period;
  3. Complete floor wet mopping as time allows during the day;
  4. Clean door glass and drinking fountains;
  5. Empty all trash and garbage from areas;
  6. Kitchen restroom cleaned and disinfected including all fixtures, mirrors and floor; and
  7. Kitchen wet mopped with disinfectant.
- e. Dust mop all halls and stairways.
- f. As directed, perform the following:
1. Wash windows (inside and out);
  2. Replace light bulbs as needed;
  3. Dry mop gym floor daily and before and after interscholastic games;
  4. Assist in policing the exterior grounds for debris;
  5. Assist in setting up for functions in gym, auditorium, or all-purpose rooms;
  6. In coordination with Groundskeepers, assist in snow removal; and
  7. Perform limited maintenance under the supervision of the head custodian or maintenance department.
- g. Identify all building problems by electronic work order or with written documentation at the end of the shift to the head custodian.

#### MISCELLANEOUS RESPONSIBILITIES

- a. Perform all other duties as directed by Head Custodian, Director of Custodial Services and/or District Administration.

#### PHYSICAL DEMANDS

- a. Occasional lifting up to 70 pounds;
- b. Regular bending, stooping, twisting, reaching, grasping, walking, sitting, climbing, riding, and driving;
- c. Frequent travel to school district buildings daily; and
- d. Work may include outdoor all-season weather conditions.

#### SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen;
- b. Auditory acuity to be able to use a telephone and communicate with co-workers, students, parents, and guests; and
- c. Ability to speak clearly and distinctly.

#### TEMPERAMENT

- a. Maintain confidentiality as required by state and federal regulations;
- b. Must be able to interact well with various publics and individuals;
- c. Must be able to work as a member of a team; and
- d. Must be cooperative, congenial, and service-oriented.

#### COGNITIVE ABILITY

- a. Must be able to handle and prioritize multiple tasks;

#### CUSTODIAL PERSONNEL

- b. Must be able to think and to work independently;
- c. Must be able to make decisions regarding detail work; and
- d. Must be able to follow-through to completion assigned tasks with minimal supervision.

#### WORK ENVIRONMENT

- a. All school properties, indoors and outdoors.

#### ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

#### LICENSE

- a. Valid Driver's License.

#### COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change job descriptions as jobs are analyzed and modified. Custodial personnel are subject at all times to transfer or temporary assignment within the district.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform the Superintendent of Schools of any and all reasonable accommodation requests.
- c. All employees are expected to be honest and trustworthy in dealing with the district and fellow employees and in the safeguarding of public property and equipment.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

*The Big Spring School District is an equal opportunity employer.*