

NIGHT CUSTODIAN

POSITION TITLE:

Night Custodian

PRIMARY FUNCTION:

To hold the chief responsibility for sanitation and cleanliness of all buildings.

KEY DUTIES:

1. Empty all wastebaskets daily.
2. Sweep all floors daily.
3. Buff all floors as needed.
4. Dispose of lunchroom wastes.
5. Wash all windows at least twice annually.
6. Perform minor repair work as directed by the maintenance supervisor or administration.
7. Clean chalkboards when requested.
8. Mop floors as needed.
9. Perform maintenance tasks during summer months, such as painting, floor refinishing, cleaning walls, shades, light fixtures, furniture, ect.
10. Be available for night and weekend activities when needed.
11. Make sure all doors and windows are securely fastened.
12. Dust classrooms, offices, gyms, lunchroom, ect. on a regular basis.
13. Be able to squat, climb ladders, sustain prolonged standing, lifting (up to 60lbs), and handling of equipment required for the job.
14. Any other task requested by the maintenance supervisor.

WORK SCHEDULE:

3:00 p.m.-11:00 p.m. Monday through Friday; 12 months and two weeks paid vacation after one year. Summer hours are 7:00 a.m. – 3:00 p.m. with holidays paid.

SALARY:

Salary will be set by the Board of Education annually. Full-time custodian will be paid 8 hours for the following holidays: Thanksgiving and the Friday following Thanksgiving, Labor Day, Memorial Day, Christmas Eve & Christmas Day, New Year's Day and Fourth of July.

ADMINISTRATIVE DIRECTION:

Will be expected to perform other duties as directed by the administration within the framework of the job description.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to stand for prolonged periods; sometimes required to move heavy objects such as furniture or equipment; required to operate power equipment such as buffers and scrubbers; required to tolerate noise from power equipment. While performing the duties of this job, the employee is frequently required to stand; walk; use hands and arms to reach; stoop; kneel, crawl, or crouch. The employee is occasionally required to climb or balance; talk, hear, or smell. The employee may frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 75 pounds. Specific vision abilities required by his or her job include close vision, distance vision, and peripheral vision. The employee is occasionally exposed to wet/or humid conditions; high, precarious places; fumes or airborne particles; toxic chemicals, and is responsible for observing all safety requirements and performing in a safe and responsible manner.

Braymer C-4 School District
Revised: November 12, 2022
(Local)