



Job Title: Custodian

Wage/Hour Status: Non-exempt

Reports to: School Head Custodian

Pay Grade: HS 3

Dept./School: Operations

QUALIFICATIONS:

1. Must have reliable transportation to report to assigned campus.
2. Occasionally required to climb ladders, ramps and stairs. Continuous walking and standing.
3. Ability to work unique hours such as days, nights and possible weekends.
4. Ability to read and understand instructions for cleaning, maintenance and safety procedures.
5. Knowledge of minor repair techniques and building maintenance.
6. Ability to operate cleaning equipment and lift heavy equipment.
7. Ability to properly handle cleaning supplies; chemicals.

ESSENTIAL FUNCTIONS:

1. Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment and restrooms.
2. Sweep and mop hard surface floors.
3. Vacuum carpeted areas.
4. Disinfect in accordance with Operations policies and procedures.
5. Keep school building and grounds, including sidewalks, driveways, parking lots and play areas, neat and clean.
6. Comply with local laws and procedures for storage and disposal of trash.
7. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.
8. Assist with lunchroom set up, including arranging tables and chairs.
9. Perform preventive maintenance to ensure the comfort, health and safety of students and staff.
10. Move furniture or equipment within building as directed by principal.
11. Assist in setting up facilities for special events.
12. Assist with opening and closing building each school day.
13. Follow established procedures for locking, checking and safeguarding facilities.
14. Check all exit doors daily to make sure they are closed and locked.
15. Inspect machines and equipment for safety and efficiency.
16. Operate tools and equipment according to established safety procedures.
17. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

18. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
19. Move, unpack and stock supplies and books.
20. Perform other duties as assigned by immediate supervisor/or employee in charge of assigned projects.
21. Regular and reliable attendance is an essential job function.

WORKING CONDITIONS:

Ability to work well with diverse employee groups.

Frequently required to lift and carry loads up to at least 60 lbs., bend, stoop and reach above shoulder level.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: _____ Date _____

Employee Signature: _____ Date _____