



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Custodian
Department / Location:	Buildings and Grounds / School Buildings
Reports to:	Buildings and Ground Director
Employees Supervised:	None
Classification:	Non-exempt
Status:	12-month
Created / Revised:	November 2025
Board Approved:	N/A

Position Summary

Under the direction of the Head Custodian, the Custodian provides support to ensure clean, safe, attractive and comfortable facilities for students, staff and community users. This position is also responsible for cleaning, mechanical operations, and setup for events.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. General cleaning and upkeep of buildings, including hard surface floors, carpets, walls, desks, windows, marker boards, rest rooms and other interior areas following work orders, established routines and verbal instructions. Examples of tasks include: vacuum and spot clean carpets (remove gum and staples); clean marker/white boards; empty trash containers and sort recyclables; empty paper shredders and pencil sharpeners; haul trash to dumpsters; change light bulbs/ballasts; shampoo; clean water fountains; dry and wet mop floors and entry ways; sweep, dust/clean desks/furniture and flat surfaces; straighten desks/tables and chairs; dust and polish; clean doorway glass; mop or cleanup spills and/or vomit; detail cleaning; restock supplies; and performance of related cleaning tasks as needed.
2. Clean and disinfect rest rooms. Tasks may include: disinfect mirrors, toilets, sinks and urinals; clean glass and mirror surfaces; restock soap, paper towel and toilet paper dispensers; empty waste containers and reline as needed; sweep and mop

floors.

3. Perform heavy floor cleaning of rooms, hallways, entrances, athletic facilities and other indoor space during breaks and as requested. Examples of tasks include: strip, wax, and extract carpets; operate polisher/burnisher equipment, pressure washer and scrubber.
4. Set up and take down areas for daily use such as lunch and events such as meetings, banquets or activities. Examples of tasks include: carry, put up, take down and store tables and chairs; locate equipment needed for events and put in place/test to be certain it is working and safe to use.
5. Monitor or control use of the facility while performing cleaning work. Examples of tasks include: report inappropriate student or visitor behaviors; report needed repairs of unsafe conditions; and secure or unlock doors and hallway gates as required to limit access to a building/room or area.
6. Seasonal outdoor work. Examples include: haul trash; operate machinery; snow removal; salt; paint; and other maintenance of outside facilities.
7. Seasonal indoor work, normally during school vacations. Examples include: detail rooms; move furniture or whole classrooms; paint; minor repair; and other deep cleaning which cannot be accomplished when classes are being taught.
8. May be required to perform specific additional tasks depending on work needed to be done and available time. Examples include: setup and adjust sound and lighting equipment and control panels; mount cabinets to walls; fix broken lockers; operate hydraulic lift; assist with installing equipment such as outdoor playground equipment; basic maintenance and repair of cleaning and outdoor equipment; and monitor or operate alarm systems.
9. Attend work regularly.
10. Perform other duties as assigned.

Additional Job Functions

1. Attend required meetings and participate in training on work procedures and safety.
2. Seek assistance, advice or a decision from supervisor or management when situations arise which are outside of the scope of normal duties or require a decision or response for which the employee is not trained or authorized to make.
3. Maintain knowledge of safe practices and equipment used to perform duties.
4. Know, understand and follow applicable school safety policies and procedures, including but not limited to: proper lifting techniques, operation of equipment, mixing and use of cleaning chemicals/agents, use of power or hand tools, driving vehicle, and signage for wet floors.
5. Give directions to students or visitors and answer other questions in a helpful and pleasant manner.

Knowledge, Skills and Abilities

1. Must be organized and able to work on a schedule.
2. Must be able to communicate verbally and in writing and follow written and verbal instructions.
3. Must demonstrate the ability to establish and maintain positive working relationships with other maintenance/custodial employees, district staff and community members.
4. Must understand the need for teamwork, timeliness and safety.
5. Must be able to maintain self-control without exhibiting negative behaviors.
6. Must be able to interact with others to accomplish tasks without arousing hostility.
7. Must be flexible and able to respond to changing priorities, new job assignments and interruptions.

Working Conditions

1. Indoor school environment.
2. Outdoor environment.

Physical Requirements

1. Must be able to stand and walk for prolonged periods.
2. Must be able to perform heavy physical work, frequently lifting or moving more than 50 pounds.
3. Must be able to communicate effectively to ask or respond to questions and provide information or assistance.
4. Must be able to move throughout buildings and grounds, working both indoors and outdoors in varying weather and temperature conditions.
5. Must be able to reach in all directions, bend/stoop and climb.
6. Must have dexterity and hand/eye coordination necessary to operate cleaning equipment and hand tools.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day in an environment which may be noisy.
8. Must have the ability to maintain concentration and focus on tasks which are often repetitive.
9. Must be able to follow safety practices at all times, including proper lifting and use of cleaning solutions/equipment.

Education and Experience

1. High school diploma or equivalent, with the ability to read, write and understand directions
2. Prior experience as a custodian, cleaning or other heavy work is desired. On the job training is provided.
3. Working knowledge of equipment maintenance and use of power and hand tools is desired but not a requirement.

Licenses and Certifications**EEO Statement**

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.