ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

# POSITION DESCRIPTION

## SECTION I: GENERAL INFORMATION

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|---|---|
| **Position Title:**<br>**Custodian** | **Department / Building:**<br>Various buildings |
| **Reports To:**<br>Lead Custodian | **FLSA Status:**<br>Non-Exempt |
| **Grade / Subgrade:**<br>Custodians / Groundskeepers | **Bargaining / Work Unit:**<br>Maintenance |
| **Duty Year:**<br>260 days | **Position Last Updated:**<br>09-08-2023 |

## SECTION II: JOB SUMMARY

Under direct supervision of the building lead custodian, responsible for the maintenance, cleaning, and security of the building to ensure safe and comfortable surroundings for staff and students to work, learn, and play.

## SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

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|---|---|---|
| **Duty/Responsibility #** | 1 | **Statement of duty/responsibility:**<br>Cleaning of building |
| **Percent of Time** | 80% | |

**Tasks involved in fulfilling above duty/responsibility:**

- Cleans, scrubs, waxes, vacuums, and sweeps floors, hallways, walls, and restrooms.
- Empties all wastebaskets and ensures assigned areas are free from debris.
- Washes building windows and mirrors, disinfects restrooms and lockers, and cleans desks, whiteboards, and erasers.
- Ensures all paper towel and soap dispensers are full and functioning.
- Cleans and sanitizes cafeteria and kitchen areas.
- May operate a variety of equipment including, but not limited to, vacuum cleaners, floor scrubbers and machines, and carpet extractors.

- Follows all safety and sanitation procedures, governmental regulations, and district policies and operating procedures.

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| **Duty/Responsibility #** | 2 | **Statement of duty/responsibility:** Maintenance and security |
| **Percent of Time** | 10% | |

**Tasks involved in fulfilling above duty/responsibility:**

- Secures building doors and windows and turns lights off when locking up assigned areas.
- May assist with maintaining grounds surrounding the building including, but not limited to, snow and ice removal and exterior window and wall cleaning.
- Performs repair to furniture, equipment, and all building systems as directed.

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| **Duty/Responsibility #** | 3 | **Statement of duty/responsibility:** Special Projects |
| **Percent of Time** | 10% | |

**Tasks involved in fulfilling above duty/responsibility:**

- Assists with setting up the gymnasium or other areas for sporting events, activities, meetings, and gatherings.
- Attends meetings, workshops, and training sessions as directed by supervisor.
- Performs other job-related duties as requested or assigned.

## SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to recognize and report safety hazards to direct supervisor, director of buildings & grounds, or the building principal.
- Knowledge of proper cleaning and proper lifting techniques.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.
- Ability to demonstrate a positive attitude and dependability.
- Ability and willingness to collaborate and cooperate with other staff in accomplishing the goals of the maintenance department.
- Knowledge and ability to maintain a good working knowledge of the site, area(s) and student population(s) to which assigned.
- Ability to develop and maintain effective working relationships with students, staff and guests.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to read and interpret simple directions and comprehend written information.

- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.

## SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school education or its GED equivalent.
- A pre-employment physical exam must be successfully completed as part of the pre-employment process as required by the school district.

## SECTION VI: EXPERIENCE REQUIREMENTS

- One year of experience working in maintenance or other related experience is preferred.

## SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure a high quality, innovative, and challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

| **Demands** | | | | | |
|---|---|---|---|---|---|
| **N =** Never **/ O =** Occasionally (1-33%) **/ F =** Frequently (34-66%) **/ C =** Consistently (67-100%) | | | | | |
| **Physical** | | **Lifting/Carrying** | | **Exposure to Environmentals** | |
| Standing | C | Up to 15 pounds (including overhead) | C | Possible exposure to blood-borne pathogens through body and/or body fluids | F |
| Walking | C | Up to 25 pounds (not including overhead) | C | Toxic chemicals | F |
| Sitting | O | Up to 50 pounds (not including | F | Moving parts | F |

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| | | overhead) | | | |
| Talking in person/on the phone | F | Up to 75 pounds (team lift) | O | Electrical shock risk | N |
| Pushing/pulling | F | Up to 100 pounds (team lift) | O | Explosives | N |
| Hearing | C | More than 100 pounds (team lift) | O | Fumes | O |
| Feeling, grasping, finger dexterity | C | **Noise Levels** | | Extreme cold (non-weather) | N |
| Climbing, balancing | F | Quiet (i.e. private office) | N | Extreme heat (non-weather) | N |
| Stooping (bend at waist) | F | Moderate noise (i.e. business office with printers, light traffic) | C | Varying weather conditions | O |
| Crouching, crawling, kneeling, squatting | F | Loud noise (i.e. many children laughing and playing, large earth moving equipment) | F | **Sight** | |
| Stretching/reaching with hands and arms | C | Very loud noise (i.e. jack hammer, front row rock concert) | O | Vision for close work/ability to adjust focus | F |
| Distinguishing smell | F | | | Looking at computer monitor | O |
| Distinguishing temperature | F | | | Color vision (identify and distinguish colors) | F |
| Traveling by automobile | O | | | Peripheral, depth perception | F |

## NOTICES

**Notice of Nondiscrimination**

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

**Equal Employment Opportunity Employer Notice**

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.