Job Description **9.02**
MOORE PUBLIC SCHOOLS

Job Title: **Custodian**

Qualifications:

Credentials: **None**

Education: 10th grade education or equivalent experience is required in lieu of high school training.

Training or Experience Required: Between 6-12 months related work experience.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to understand and respond to job instructions, to exchange information. Includes filling out forms.

Mathematical Skills: Uses basic addition and subtraction in performance of job.

Reading and Interpreting: Reads and interprets routine written or printed materials such as labels on chemicals (mix chemicals), basic charts, diagrams, or instruction material for equipment.

Tools and Equipment Usage: Uses tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training. The most difficult equipment/operation includes the stripping/waxing and buffing of floors with high speed buffers; performs yard work and heavy lifting/moving.

Knowledge and ability to operate and maintain custodial equipment such as floor machines, lawn mowers, wet/dry vacuum cleaners, sprinklers, etc.

Ability to effectively use garden and hand tools, sprayers, etc.
Knowledge of application of waxes, seals, cleaners, disinfectants, insecticides, etc.

Knowledge of the care and cleaning of asphalt tile, ceramic tile, vinyl tile, rubber tile, terrazzo, concrete, marble, wood floors, various metals, carpets and other surfaces in a building.

Site: **Various**

Reports To: **Director of Custodial Services, Head Custodian, Building Principal**

Job Goal (Purpose of Position): Performs semi-skilled to skilled level custodial duties under general supervision of a Head Custodian to maintain the school premises and immediate grounds around these buildings to provide students and school employees with a safe, attractive, comfortable and clean place to work, learn, play and develop.

An incumbent in this position generally proceeds alone following standardized practices and procedures. However, non-standard procedures or events may be referred to a supervisor for assistance. Work may be spot-checked. Errors may cause unnecessary delays or minor loss of resources.

Contact with Others: An incumbent in this position has little public contact other than with members of own staff or district. Some interpersonal interaction or communication is required to work with staff and students.

Other Performance Measures:

Successful performance of the job requires people skills to work with students, teachers, and fellow employees. It requires following safety guidelines and policies to avoid accident and injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Since the incumbent generally works alone, the employee must use initiative and self-discipline to get the work done.

Essential Job Functions:

1. Keeps buildings and premises, including sidewalks, driveways, grounds, and play areas neat and clean at all times. Empties trash cans in all rooms and offices daily. Picks up litter as needed. Cleans corridors/hallways after school each day, and when necessary during the day. Cleans up after special events.

2. Cleans and disinfects restrooms, drinking fountains at least twice daily or more often when needed.

3. Maintains floors in a clean and attractive condition that includes sweeping, mopping, waxing, buffing, stripping, sealing, etc.

4. Vacuums/sweeps classrooms daily. Dusts furniture, baseboards, bookshelves, etc. Cleans walls.

5. Assumes responsibility for the opening and closing of gates and the buildings each school day and for determining that all doors and windows are properly secured, lights turned off and that security alarms are turned on. Raises/lowers flag if appropriate.

6. Makes minor repairs/service to building and equipment and reports major repairs to Head Custodian.

7. Moves furniture or equipment within buildings as required.

8. Washes windows both inside and outside when needed.

9. Replaces light bulbs, cleans up graffiti, etc.

10. Performs related custodial duties as assigned.

11. Subject to being "on call" as needed for emergencies.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

In a workday, the employee must stand/walk approximately 7-8 hours per day. Employee's job requires frequent bending/stooping; frequent squatting/crouching; occasional crawling/kneeling; occasional climbing (height 6-feet ladder to change lights.); frequent reaching above shoulder; continuous pushing/pulling.

Employee's job requires occasional carrying/lifting of up to 75 pounds, frequent lifting of up to 35 pounds. Such major lifting is to move furniture/tables, equipment and supplies.

Job requires employee to use both feet for repetitive movements as in operating foot controls. Job requires employee to use both hands for such repetitive actions requiring simple/firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to operate custodial equipment, to see area to be cleaned, mopped, etc. Employee must possess hearing/speaking ability to communicate with fellow workers and the students/public.

Employee must have mental requirement to understand and follow instructions and avoid safety problems.

Employee's job may require working on a step ladder; Use of/close to custodial equipment; working in the outdoors with temperature changes; operating motorized equipment and exposure to toxic chemicals, dust, fumes, etc.

TERMS OF EMPLOYMENT: Varies (180/261)

SALARY: Category A - 261 Days Category A - 181 Days

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

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Revised 1998-99 Negotiated Contract
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