

School District of Lodi

Custodial/Maintenance – Level I

POSITION TITLE:

Food Service/Mail Carrier, Building Monitor, Substitute Custodian/Maintenance, or Summer Custodian/Maintenance

POSITION SUMMARY:

These positions have the responsibility of helping to maintain the district school buildings, facilities, and the district grounds/outside areas, and/or support the district food service program.

EDUCATION and/or EXPERIENCE:

- Minimum age of 18 years, with or without a High School diploma.
- Ability to be trained in the use of cleaning chemicals and general equipment use.
- Demonstrate ability to maintain high standards of safety in the use of cleaning and/or maintenance-related equipment.
- Possess and maintain a valid WI driver's license.

SKILLS AND QUALIFICATIONS

- Ability to understand and carry out a variety of instructions furnished in written, oral, or schedule format
- Ability to read and understand safety rules, maintenance instructions, and cleaning procedures.
- Ability to communicate effectively and positively.
- Ability to work independently.
- Ability to problem solve and make decisions in the best interest of safety and security.
- Ability to work with other people as a team player and in a positive manner in carrying out the custodial, food service, or maintenance needs of the district.
- Ability to use required software programs to enter and fulfill maintenance requests, utilize equipment, access buildings, athletic field schedules, and outbuilding use.
- A commitment to make the district facilities, grounds, and co-curricular facilities clean, safe, and welcoming to staff, students, parents, and all visitors to our district.

PERFORMANCE RESPONSIBILITIES

- Ability to clean district facilities and grounds as designated by supervisor.
- Maintain hallways, entryways, and restrooms in a clean and sanitary condition.
- Work cooperatively with all staff and the public to ensure school facilities and grounds are always ready to provide the best learning and/or safe competitive co-curricular environment possible.
- Assist, when necessary, in the unloading of district deliveries.
- Monitor, report, and/or perform light maintenance duties.
- Perform light maintenance and minor repairs as directed by supervisor; report any maintenance concerns to supervisor.
- Perform light assembly of items such as furniture or shelving.
- Ability to efficiently drive and maneuver a larger vehicle during loading, unloading, and delivery of items.
- Other duties as assigned.

ESSENTIAL JOB FUNCTIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of these job classifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of these job classifications, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear.
- The employee is frequently required to reach with hands and arms. The employee is occasionally

required to sit.

- The employee frequently must squat, stoop, or kneel, reach above the head, and reach forward.
- The employee must use hand strength to grasp tools and/or climb on ladders.
- The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of these job classifications.
- The employee must frequently lift and/or move up to 50 pounds, such as cleaning supplies, pails, and unloading deliveries.
- The employee will sometimes push/pull items such as tables, bleachers, and scrubbing machines.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.