

CLASSIFICATION SPECIFICATION
CUSTODIAN

Title: CUSTODIAN

Classification: Custodians

Reports To: Building Principal

Employment Status: Full-time

FLSA Status: Non-exempt

Superintendent Approved: 8/15/23

QUALIFICATIONS:

- High school diploma, or equivalent.
- Training and/or experience which evidences a knowledge of custodial and basic maintenance techniques (preferred).
- Working knowledge of or willingness to learn Google Suite Applications and Email.
- Must pass criminal background check including fingerprinting
- Good health, high moral character, good attendance record.
- Ability to effectively communicate tactfully and courteously and work harmoniously with students, parents, and district personnel.
- Must pass a criminal background check including fingerprinting.
- Must be able to lift 80 pounds.

GENERAL DESCRIPTION:

Under general supervision of the building principal, custodians perform a variety of unskilled and semi-skilled tasks to ensure the cleanliness and safety of the facility and grounds using district owned equipment.

ESSENTIAL FUNCTIONS:

- Performs a variety of tasks to ensure cleanliness of buildings (including but not limited to: scrubs, dusts, wet/dry mops, vacuums, strips, sweeps, and waxes floors; empties trash; washes walls and windows; etc.).
- Cleans restrooms and locker rooms daily (including but not limited to: scrubs, disinfects, empties trash, etc.) and replenishes toilet paper, paper towels, and soap dispensers.
- Supervises student workers (e.g., assigns tasks, provides direction and training, etc.).

CLASSIFICATION SPECIFICATION
CUSTODIAN

- Performs routine maintenance and minor repairs to facilities and custodial equipment (including but not limited to: replaces light bulbs, cleans air filters, salt in water softeners, moves classroom furniture, sets up tables and chairs, etc.).
- Assists Principal in setting up and taking down all special equipment for assemblies and special programs.
- Operates power equipment, power tools (e.g., vacuum cleaner, buffer, scrubber, etc.), ladders to maintain and repair facilities (e.g., basic mechanical tasks), performs manual labor tasks (e.g., pull weeds and maintains basic appearance of flowerbeds, sweep walks, spread salt, shovel snow, remove trash and debris, and maintains dumpster area, etc.) and moves furniture, supplies and miscellaneous equipment.
- Assists in the cafeteria during lunch (e.g., sets up and takes down equipment, cleans floors, tables, and chairs, etc.).
- Provides security for building by attending to the physical plant during open hours and securing all doors, windows, and restricted areas during closed hours.
- Opens and unlocks the building; closes the building by shutting off all lights and locking all doors and windows.
- Alerts the building principal immediately of any safety concerns.
- Performs a variety of tasks to the grounds surrounding the building (e.g., weeding, removes snow and ice, keeps trash picked up and emptied, etc.).
- Lifts and moves equipment, furniture, bags of salt, supplies, or materials (e.g., weight up to 80 lbs. and distances up to 50 yards).
- Submits orders for necessary supplies and materials via Public School Works to maintain adequate inventory (e.g., salt, cleaning supplies, tools, etc.).
- Prepares and maintains related records and documents (e.g., service records, materials used, overtime, etc.).
- Inspects facility structures and mechanical systems and notifies appropriate authority of minor and major repair and maintenance problems.
- Makes deliveries between buildings in the district in circumstances required, but must be approved by the Principal and/or Business Manager's office.
- Stocks materials (such as copy paper) through the building.
- Informs Principals of any vandalism.
- Knowledge of basic fire safety.
- Available as needed outside of normal contractual hours for emergency situations.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned by their supervisor.

CLASSIFICATION SPECIFICATION
CUSTODIAN

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Board policies and procedures; building policies and procedures; cleaning techniques and procedures; MSDS forms; cleaning agents; inventory methods; basic building systems; proper and safe use of cleaning materials; basic ground maintenance; public relations; security procedures.

Ability to: Interpret policies, procedures, and regulations; interpret cleaning labels; follow directions; communicate effectively; perform moderate physical labor; use cleaning materials properly; operate related custodial equipment; performs routine maintenance and minor repairs; secure building; follow safety procedures; maintain good hygiene practices; lift and move eighty (80) lbs. a distance of fifty (50) yards; climb ladders twenty (20) to thirty (30) feet; work from a lift of thirty (30) feet.

Skill in: Utilizing custodial cleaning equipment and to maintain a clean and neat building.

EQUIPMENT OPERATED:


Vacuum cleaner, buffer, scrubber, sweeper, snow blower, shampooer, computer, copier, and fire safety equipment.

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This classification specification in no manner states or implies that these are the only duties and responsibilities to be performed by this classification. The incumbent of this classification specification will be required to follow the instructions and perform the duties required by the Board of Education.



Superintendent or Designee



Date

My signature below signifies that I have reviewed the contents of this classification specification and that I am aware of the requirements of my duties.

Employee

Date

Note: This job description was updated previously on: 2/1/97, 10/17/05