



USD 290

Job Description

Position Title: Custodian

Reports to: Lead Custodian and/or Maintenance Director

FLSA: Non-Exempt

Modified Date:

Position Summary:

Under the supervision of the Lead Custodian and/or Maintenance Director, the Custodian cleans and maintains district facilities using routine procedures to maintain a high standard of safety, cleanliness, and efficiency of operations and grounds. This employee performs custodial/maintenance duties, including but not limited to dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms.

Essential Functions:

Essential functions are the core tasks and responsibilities that define a job and are necessary to be successful in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions of the job include but are not limited to the following:

- Maintains a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
- Keeps school buildings and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
- Ensures proper use, identification, mixture and application of chemicals, including the requirements and use of Safety Data Sheets (SDS).
- Complies with local laws and procedures for storage and disposal of trash.
- Assists in maintaining an inventory of cleaning supplies and equipment and requests additional supplies as needed.
- Assists with lunchroom set up, including arranging tables and chairs.
- Performs preventive maintenance to ensure the comfort, health, and safety of students and staff.
- Makes minor building repairs as needed and report majors repair needs to principal and Lead Custodian.
- Moves furniture or equipment within the building as directed by principal.
- Interacts with and assist students, staff, visitors and groups during and after regular school hours to ensure needs are met regarding building use.
- Responds as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure.
- Assists in setting up facilities for special events.
- Assists with opening and closing building each school day checking to ensure that all exit doors are open, and all panic bolts are working properly during hours of building occupancy.
- Follows established procedures for locking, checking, and safeguarding facilities.
- Inspects machines and equipment for safety and efficiency.
- Performs special cleaning and assist with renovation projects. Operates large cleaning equipment and assist with floor maintenance and restoration as needed.

- Follows established safety procedures and techniques to perform job duties, including lifting, and climbing. Operates tools and equipment according to established safety procedures.
- Removes snow and ice from sidewalks as needed to ensure safe egress to and from the building.
- Corrects unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Follows district safety protocols and emergency procedures
- Drives District vehicles between school sites, vendors, and various locations in the performance of job duties.
- Wears District-provided work attire appropriate for the position.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Ensures assigned work areas are organized, tidy, clean, and safe.
- Prompt, regular attendance in-person and be available to work on-site, in-person during regular school hours and as needed.
- Required to use time clocking system for clocking in and out each day when scheduled to work. Timesheets must reflect actual time worked or leave used.
- Performs other duties as assigned or deemed necessary.

Minimum Qualifications:

Minimum qualifications represent the baseline requirements for a job, ensuring that applicants meet the basic standards necessary for successful performance. The items listed below are representative of the knowledge, skill, and/or ability needed to successfully perform the duties of this position.

- Knowledge of:
 - Modern cleaning methods including cleaning chalk and white boards, carpets, furniture, walls and fixtures.
 - Proper methods, techniques, materials, disinfectants, tools and equipment used in modern custodial work.
 - Proper lifting techniques.
 - Requirements for maintaining school buildings in a safe, clean and orderly condition.
 - Oral and written communication skills.
 - Health and safety regulations.
 - Safe and defensive driving practices and methods.
 - Interpersonal skills using tact, patience, and courtesy.
 - And experience with personal computers and peripherals.
- Ability to:
 - Manage multiple tasks with frequent interruptions.
 - Work with and be a part of a team.
 - Work independently with little or no supervision.
 - Maintain an assigned school site, group of buildings or office space in a clean, orderly, and secure manner during an assigned shift.
 - Maintain routine records such as work orders, equipment repairs and maintenance, chemical application, cleaning schedules, and overtime assignments.
 - Use common cleaning materials and equipment in a safe and efficient manner.
 - Operate a variety of district vehicles.
 - Learn custodial procedures, methods and schedules.
 - Observe and report safety hazards and need for maintenance and repair.
 - Maintain tools and equipment in clean working order.
 - Operate a variety of custodial equipment including a floor stripper, buffer, carpet cleaners, vacuum cleaner, and other small power and hand tools.
 - Move and arrange furniture and equipment for meetings and special events.
 - Perform minor repairs.
 - Understand and carry out oral and written instructions.
 - Meet schedules and timelines.

- Work cooperatively with others.
- Communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Skills in:
 - Oral and written communication skills.
 - Interpersonal relations skills.
 - Recognizing the importance of safety in the workplace, following safety rules, practicing safe work habits, utilizing appropriate safety equipment and reporting unsafe conditions to the appropriate administrator/director.

Certifications, Licenses, Education, and Experience:

- High school diploma or completion of G.E.D required.
- At least one (1) year of custodial experience preferred.
- Customer service experience preferred

Physical Demands:

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

- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Requires standing, stooping, bending, kneeling, reaching, and turning.
- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 50 pounds.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Occasional bending, kneeling, and crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from varying heights as necessary.

Working Environment:

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

While performing the duties of this job, the employee:

- Works in standard office and/or school building environments.
- Working with chemicals, tools, and powered machinery.
- Possible contact with blood borne pathogens and /or bodily fluids.
- Indoor/outdoor environment subject to changing conditions and temperatures exceeding 90 degrees or below 20 degrees at times.
- Regular exposures to fumes, dust, odors, heights, and loud noises.
- Exposure to cleaning agents and chemicals such as disinfectants, graffiti remover, floor stripper, floor wax, propane, paint thinner.
- Direct contact with the public, students, and other district staff.
- Working on ladders at varying heights.
- Must occasionally work in noisy and crowded environments with numerous interruptions.

Duties listed on this job description are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position. This is NOT intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned to this position. This job description does not

constitute an employment agreement and is subject to change as the District's needs and requirements change.