

Job Title:	CUSTODIAN
Department:	Custodial/Maintenance
Reports to:	Building Administrator, Assistant Superintendent, and Superintendent
Classification:	Non-exempt / Support Staff
Employment:	12 months / At-will
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

The custodial staff is responsible for maintaining a clean, sanitized and attractive learning environment. Custodians are responsible for the general condition of the building, grounds, and school property. Custodians are responsible for the security of the building at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Cleans all indoor facilities including floors, walls, windows and surfaces in all rooms and hallways.
2. Uses cleaning materials and techniques as directed.
3. Assists with implementation of the district's pest management program.
4. Performs a monthly inspection of the building and grounds and report to the building administrator.
5. Assists with seasonal grounds work such as snow, ice and leaf removal and lawn care.
6. Restocks disposable items such as soap and paper towels.
7. Performs minor repairs as necessary.
8. Maintains proper heating/cooling, ventilation, lighting and cleanliness of the building.
9. When school is not in session, routinely checks the condition of the building, the heating/cooling systems, and flood control valves.
10. Follows the work schedules as approved by the building administrator, Assistant Superintendent, and Superintendent.
11. Custodians shall not leave the building without notifying the school office.
12. Maintains confidential nature of all school-related matters.
13. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

N/A

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

Such qualifications as the board of education may find appropriate and acceptable.

Certificates, Licenses, Registrations

N/A

SKILLS AND ABILITIES

Language

An individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals in English

Write routine reports and memos

Respond to requests from staff members

Computation

Ability to add, subtract multiply and divide using units of American money, weight, volume and distance.

Reasoning

An individual who holds this position must have the ability to:

Solve practical problems

Interpret instructions given orally, or in writing by diagram or form

Technology

Minimal use of technology is required including data entry into inventory records.

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 essential functions.

Physical Requirements

While performing these duties, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear.

The employee is frequently required to reach, climb, bend, squat, stoop and kneel

The employee continuously uses hand strength to grasp and use tools and climb ladders.

The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. The employees will frequently push or pull items such as desks, tables, bleachers and scrubbing machines.

Specific vision requirements include close and peripheral vision and depth perception

Hours / Attendance / Travel

Consistent and regular attendance is an essential function of this position. 40 hours per week, Monday through Friday, Beginning and ending time set by supervisor. Occasional work outside regular hours may be required.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The noise level of the work environment is usually moderate but can occasionally be loud.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.