



CUSTODIAN

Department: Operations and Maintenance

Pay Grade: 101

FLSA Status: Non-Exempt

GENERAL PURPOSE

Keeps the school building in clean, attractive, and orderly condition so that students will have a safe and efficient place in which to learn, plan and develop.

ESSENTIAL JOB FUNCTIONS

- Maintains an inventory of cleaning supplies and inform supervisor of needed products.
- Sweeps, mops, scrubs, and vacuums hallways, stairs, classrooms, and office space.
- Empties trash and garbage containers.
- Strips and waxes floors as needed.
- Notifies school officials concerning need for major or minor repairs or additions to lighting, heating, and ventilating equipment.
- Cleans snow and debris from sidewalks, driveways, parking areas, and steps.
- Assists maintenance staff in mowing lawn and trimming shrubbery (when requested).
- Cleans and disinfects toilets.
- Cleans and disinfects all drinking fountains on a daily basis.
- Washes windows on both inside and outside.
- Moves furniture and set up chairs for assembly.
- Checks daily to insure that all outside doors (except main entrance) are locked during the hours of building occupancy.
- Permit exit from school to outside only.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school degree preferred.
- OR up to one-month related experience or training

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard cleaning practices and applications.
- Skill in attention to detail.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually quiet.

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. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel. An employee must be able to reach with hands and arms, stoop, kneel, crouch, or crawl. An employee must also talk or hear and taste or smell. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include distance vision and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date