

AVON LAKE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CUSTODIAN**

File 603

Reports to: Principal, Custodial/Maintenance Supervisor, and Head Custodian

Job Objectives: Performs custodial duties to protect and preserve buildings, grounds, equipment, and furnishings. Keeps the head custodian informed about emerging issues.

Minimum Qualifications:

- High school diploma or GED. Post-secondary training in a trade is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technological advances and workplace innovations that support job functions.
- Custodial and/or building maintenance experience.
- Basic mechanical, electrical, plumbing, and carpentry skills.
- Ability to read and comply with Material Safety Data Sheets (MSDS).
- Knowledge of pneumatic, microelectronic, and other HVAC control systems.
- Proficient in boiler operations, preventive maintenance, and repair procedures.
- Available to respond to building and/or service emergencies.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation as defined by law may be made to enable a qualified individual with a disability to perform essential functions.

- Checks daily to find out if a school activity requires preparation or clean up.
- Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes professionalism. Supports community partnerships that enhance district programs.
- Monitors building conditions during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.
- Performs custodial duties. Collects and removes trash. Washes, strips, and waxes floors. Sanitizes and re-supplies toilet rooms. Cleans furniture, fixtures, walls, and windows.
- Performs minor repairs that do not disrupt the routine work schedule. Avoids disrupting building activities except during emergencies.
- Deals with unexpected situations (e.g., ill children, spills, broken glass, etc.).
- Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Anticipates needs and replenishes supplies to avoid work schedule interruptions.
- Helps with the receipt of deliveries. Complies with safety regulations and environmental laws. Ensures that work supplies are properly labeled and stored safely.
- Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities, and/or shutdown.
- Prepares and submits reports, records, and inventories as directed.
- Promptly documents all injuries that require medical attention.
- Performs grounds keeping duties. Maintains and prepares equipment for storage.
- Removes snow, ice, and debris along sidewalks to public entrances.

- Maintains recreational or playground areas and equipment as directed.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Inspects safety equipment (e.g., emergency lights, alarm systems, ground fault protectors, etc.) as directed. Anticipates and prepares for fire, health, and safety inspections.
- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Helps manage building security. Assists rental groups as directed. Directs visitors to the office. Secures the building at the end of the workday.
- Takes precautions to ensure safety. Watches for conduct that may indicate a problem. Works with staff to eliminate unacceptable behavior.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Accepts responsibility for personal decisions and conduct.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Completes paperwork accurately. Verifies and correctly enters information.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Avon Lake City School District Board of Education.

The Avon Lake City School District Board of Education is an equal opportunity employer. This job description summary is subject to modifications in response to funding variables, new technologies, revised operating procedures, productivity factors, and unforeseen events.