

**BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title	Custodian II
Department	Custodial
Building/Facility	All Buildings
Reports To	Building Principal/Director of Business Services/Head Custodian/Custodian Foreman
Employment Status	Regular/Full-time
FLSA Status	Non-Exempt
Description	Provide a clean and safe environment for students and staff. Perform general custodial duties, e.g., empty trash, wash boards, vacuum carpet, sweep and mop stairs.

NOTE: The below lists are not ranked in order of importance.

Essential Functions

- Check email to start of work day
- Ensure safety of students
- Sweep, vacuum and mop floors
- Empty and clean waste receptacles, trash pails, and pencil sharpeners
- Remove cobwebs, clean windows and chalkboards
- Polish furniture and woodwork
- Clean and maintain custodial equipment and materials
- Transport all necessary school maintenance and custodial supplies
- Ensure the care, condition, appearance, repair or replacement of all physical equipment, buildings & facilities
- Promote good safety practices and procedures
- Clean and sanitize assigned school (i.e., restrooms, classrooms, spills)
- Help with set up and clean up for various school activities
- Use, measure and re-label chemicals
- Clean carpets
- Wash all furniture, walls, heat vents, halls, windows, windowsills, and doors
- Disinfect water fountains
- Spot mop and mop classrooms, halls, steps, and baseboards
- Remove writing on walls
- Make contacts with the public with tact and diplomacy
- Maintain confidential information
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Dispose of debris and maintain equipment and supplies in a neat, safe and orderly manner
- Report to Custodian any damaged, broken, loose fixtures and/or equipment
- Keep work and storage areas neat and orderly
- Scrub and strip floors
- Attend meetings and in-services as required

- Serve as a role model for students in how to conduct themselves as responsible citizens
- Respond to routine questions and requests in an appropriate manner
- May be required to lock/unlock buildings
- Such other duties directly related to the essential functions of the position dealing with housekeeping, building maintenance, property maintenance may be assigned by the Building Principal/ Director of Business Services/Head Custodian or Custodial Foreman

Qualifications

- High School diploma or general education degree (GED)
- Related experience
- Must be knowledgeable in the use of a computer
- Such alternatives to the above qualifications as the Superintendent and/or Board may find appropriate

Required Knowledge, Skills, and Abilities

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Flexibility in assignments
- Knowledgeable in the use of a computer – e.g. email
- Training in the proper care and storage of chemicals, e.g., OSHA/PERRAC training
- Ability to read and understand verbal and written instructions, written warnings and labels

Equipment Operated

- Vacuum cleaners, rotary and guided machines such as scrubbing and carpet cleaners
- Wet/dry mops and brooms
- Various hand tools, e.g., putty knives, screwdrivers, electric hand tools, saws, drills and sanders

Additional Working Conditions

- Frequent exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly children
- Occasional requirement to work near moving mechanical parts
- Occasional requirement to work in high places
- Frequent exposure to fumes or airborne particles
- Occasional exposure to toxic or caustic chemicals
- Occasional exposure to outdoor weather conditions, e.g., requirement to work outdoors during all types of weather with proper clothing and equipment
- Occasional exposure to loud noises
- Frequent repetitive hand motion, e.g., waxing, mopping, sweeping
- Frequent requirement to stand, climb, stoop, kneel, crouch, hear, speak, and see with color vision
- Occasional requirement to lift and carry various items up to a maximum of 65 pounds
- Occasional requirement to push and pull up to a maximum of 300 pounds (on wheels)
- Occasional requirement to read and sit
- Adoption Occasional overtime work may be necessary

Adoption date: May 28, 2002

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