

JOB DESCRIPTION CUSTODIAN

Title: **Custodian**

Reports To: Unit Lead, Building Administrator, Director of Operations

Employment Status: Full Time

FLSA Status: Non-Exempt

Qualifications:

1. High School diploma or equivalent
2. 18 years of age and have and maintain a valid driver's license
3. Be proficient in technology that is necessary for normal job duties/responsibilities (i.e., e-mail, website access, etc.)
4. Ability to make clear and comprehensive reports
5. Demonstrate a strong work ethic
6. Ability to use a hand cart from upper to lower floor levels and from lower to upper floor levels
7. Ability to lift and carry eighty (80) pounds
8. Ability to climb thirty-five (35) foot ladders or scaffolding
9. Take pride in personal appearance and maintain good personal hygiene
10. Good health, high moral character, and good attendance record
11. Must obtain and maintain Bloodborne Pathogens, asbestos, and chemical use training
12. Must complete Hepatitis B vaccination series (3) or sign a waiver
13. Must meet the legal requirements relative to a criminal background check

General Description:

Perform custodian work required for the routine care, maintenance, protection, and preservation of the assigned building, its contents, and grounds.

Essential Functions:

1. Ability to establish and maintain a positive and professional relationship with co-workers, students, and parents; cultural sensitivity and ability to relate well and effectively in a diverse workplace and with a diverse client population
2. Check mailbox and e-mail daily
3. Perform and is directly responsible for all phases of assigned housekeeping duties
4. Perform cleaning schedule as per daily guide
5. Maintain a clean, safe and neat boiler room and/or storage areas of custodial supplies
6. Remove snow, ice, debris from walks, steps and entryways and apply salt treatment when needed
7. Help unload trucks; receive, check and store supplies

JOB DESCRIPTION – CUSTODIAN (continued)

8. Do required tasks such as: sweeping, mopping, stripping and waxing floors, emptying trash and cleaning waste receptacles, emptying pencil sharpeners, refilling towel, soap and toilet tissue dispensers, removing cobwebs, cleaning windows, cleaning all chalkboards at least once per week, dusting/polishing furniture and woodwork, operating a scrubbing machine, wet/dry vacuum, carpet cleaner and carpet vacuum
9. Keep buildings in a neat and presentable fashion, play and entry areas neat and clean (inside and outside)
10. Assist in regulating heat ventilation and air conditioning systems (if applicable) to provide temperature appropriate to the season and ensures economical usage of fuel, water, and electricity, under the direction of the Coordinator of Buildings and Grounds and the Director of Business and Technology
11. Raise the flag of the United States of America at or before 8:00 a.m. on each school day and lowers it at or after 3:30 p.m. as weather permits
12. Request necessary supplies and equipment to perform custodian tasks through the Unit Lead
13. Open and secure the building each day according to established guidelines; turns on/off lights
14. Safely operate and maintain custodial equipment and materials used in the building and for lawn care
15. Mow all grassy areas weekly or as required, trim every week under fences, around all trees and various structures
16. Weed planting areas and apply chemical treatment when needed
17. Report areas that need special maintenance or cleaning to the Unit Lead or by the procedures established for the electronic work order program
18. Assist in moving and arranging furniture and equipment within the district
19. Make minor repairs to building, furniture, equipment, etc. and reports the need for other repairs to the Unit Lead or by procedures established for the electronic work order program
20. Replace ballasts and light bulbs as needed
21. Cooperate with other staff members
22. Assist lunchroom personnel in the housekeeping duties of the kitchen and cafeteria, including the removal of refuse, mopping, washing cans, washing tables, sweeping, removing and replacing furniture, as needed
23. Complete reports and forms as required
24. Comply with local laws and procedures for the storage and disposal of trash, rubbish, waste, and bodily fluids
25. Clean building during the summer under the supervision of the Unit Lead, Principal, Coordinator of Buildings and Grounds and Director of Business and Technology
26. Report all absences to the Unit Lead or building administrator and requests leaves according to the negotiated agreement
27. Demonstrate basic knowledge of fire and safety regulations as they pertain to their assigned school building
28. Constantly strives to promote the safety, health and comfort of the students and employees
29. Responsible for set up and preparation for night activities including outside lighting for public safety

JOB DESCRIPTION – CUSTODIAN (continued)

30. Responsible for weekly roof inspection making sure vents/drains are clear of all obstacles
31. Demonstrate basic knowledge of operation of building utilities such as gas, water, and electricity in daily operation and in emergency situations
32. Demonstrate professional behavior with a strong adherence to confidentiality.
33. Subscribe to the annual evaluation procedure
34. Perform other duties pertinent to operation as assigned by the Superintendent or the Superintendent's designee
35. Abide by all Xenia Community School district policies

Other Duties and Responsibilities:

1. Must complete all additional required district staff development within 60 calendar days of notification
2. Serve as a role model for students in how to conduct themselves as responsible citizens
3. Conduct other duties related to the duties as assigned by the Unit Lead, Building Administrator(s), Coordinator of Building and Grounds, and Director of Business and Technology

ADDITIONAL WORKING CONDITIONS:

- **This position is identified in the Xenia Community Schools Bloodborne Pathogens Exposure Control Plan as Classification II. A working condition of this position is occasional exposure to blood, bodily fluids and tissue.**
- **Occasional operation of a motor vehicle under inclement weather conditions**
- **Occasional interaction among unruly children**
- **Occasional interaction with hostile and/or aggressive individuals**

Revised: February 13, 2012