

TITLE: Custodian

QUALIFICATIONS:

1. Personal Qualifications

The person selected for this position should possess those traits of personality and character which would enable him/her to assume the important role of determining how best to affect a highly successful custodial program. It is essential that the integrity of this individual be above reproach. His/her competence in job skills and human relations should generate a sense of confidence within the students, the educational staff, the administrative staff, the school board, and the community at large that the educational program is receiving excellent custodial support service. He/she should possess a knowledge of sound custodial practices with specific emphasis on human relations. He/she should possess a vigilance toward self-improvement. The personal qualifications of the selected nominee should include, but not limit, the abilities to:

- a. Function effectively as a member of the custodial service staff.
- b. Communicate effectively in speech and writing.
- c. Assist in the maintenance of a positive educational atmosphere.

REPORTS TO: The Principal
The Custodial Foreman

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Complete the regular work assignments as outlined by the Supervisor of Custodial Operations.
2. Receive special work assignments from the head custodian, the principal (or his representative) and/or the custodial foreman.
3. Accept or reject overtime assignments as per Article VI of the Agreement.
4. Coordinate the completion of employee time sheets with the head custodian and/or building principal.
5. Completes minor repair jobs as required.
6. Complete all summer and/or school-vacation work as may be required.
7. Complete work assignments necessary to keep the school building and grounds clean and in proper order.
8. Work cooperatively with the administration and educational staff.
9. Adhere to all Board policies, administrative regulations, and state and federal regulations as are applicable to the custodial operations.
10. Report any work-related problems to the head custodian and/or custodial foreman.

11. Report any personnel-related problem to the building principal and/or custodial foreman.
12. Work cooperatively with all other service departments.
13. Inspects for unsafe acts/conditions and identifies prompt corrective action to eliminate causes of accidents; follows up as required.

TERMS OF EMPLOYMENT:

Work days per Agreement - Working Conditions and Wage Schedule

Wages per Agreement - Working Conditions and Wage Schedule

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Physical Demands

The Custodial/Maintenance Worker has a physically strenuous and demanding job which can easily result in injury. He/she will be lifting, pulling and managing heavy equipment and objects. The Maintenance Worker will have to work in all weather, and must be prepared for both extreme heat and cold.

Sensory Demands

The Custodial/Maintenance Worker may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Mental Demands

The Custodial/Maintenance Worker must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

Work Environment

The Custodial/Maintenance Worker must work outside in all different weather conditions including extreme cold and extreme heat. The Maintenance Worker may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.