
TITLE: Custodian**Page 1**

GENERAL FUNCTION: This position is responsible for performing duties and routine manual labor necessary to keep buildings and facilities in a clean, orderly and healthful condition.

REPORTS TO: Custodial Services Supervisor

SUPERVISES: None

STATUS: Non-Exempt

MAJOR FUNCTIONS AND RESPONSIBILITIES: *(Any one position may not include all of the functions and responsibilities listed nor do the listed examples include all functions and responsibilities which may be found in positions of this class.)*

Performs daily, weekly, monthly and annual cleaning for district facilities. Adapts and revises cleaning schedules as necessary to meet new or changes needs and keeps supervisor aware of changes.

Performs janitorial services using appropriate equipment, materials and methods. Services include sweeping, mopping, vacuuming floors and carpets, emptying trash, cleaning, sanitizing and disinfecting restrooms, locker rooms, showers and drinking fountains, classrooms, offices, physical education areas, hallways, stairwells, health rooms, kitchens, lunchrooms, staff areas; dusting and cleaning furniture, blinds, windows and equipment and other areas of the building assigned.

Provides assistance to District and community groups using building facilities. Ensures facilities are orderly; may move furniture, equipment or fixtures as requested. May set up gym, auditorium or cafeteria for special events, meetings, games or plays.

Keeps equipment, tools, and supplies in neat and orderly manner.

Checks daily operation of building heating, ventilation, and air conditioning systems; performs routine maintenance of systems as required; notifies supervisor when systems malfunction.

Maintains exterior of buildings as required; cleans debris from roofs; cleans storm drains and gutters; maintains walkways and entries free of ice, snow or debris; cleans up litter as necessary.

Keeps units at highest level of appearance and cleanliness by continual cleaning of floors doors, lockers, windows, dusting, woodworks, spotting carpets, etc.

Performs minor maintenance on building and equipment, which includes: replacing burned out light bulbs, reporting defective electrical outlets, door closures, safety hazards, etc. to appropriate person.

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MAJOR FUNCTIONS AND RESPONSIBILITIES: (Continued)

Maintains safety and security of assigned building; locks and secures buildings after school hours as required; identifies unsafe conditions or work habits, and corrects or reports situation as appropriate.

May ensure school building and secured areas are open at beginning of school day and secured at night.

Checks custodial supply inventory and reports supply shortage/needs to supervisor.

Identifies building maintenance needs and responds to building emergencies, performs emergency repairs and clean up as necessary. Recognizes nature of emergency situations and notifies appropriate authorities, locates and actuates electrical, water and fire alarm shutoffs.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of standard methods, materials, tools and equipment employed in the janitorial care and maintenance of buildings.

Ability to communicate effectively with District staff, students, parents and building staff; verbally and in-writing.

Ability to establish and maintain good working relationships with others.

Ability to read and comprehend labels and instructions.

Ability to perform basic mathematic calculations.

Ability to follow written and verbal instructions.

Ability to recognize safety hazards and conduct work in a safe manner.

Ability to organize work to ensure scheduled tasks are completed on time.

Ability to utilize basic office technology, including District telephones and voice mail.

Ability to operate a personal computer and learn the operation of specific software programs.

Basic skill in utilizing Microsoft Outlook to compose, send, and receive emails.

Ability to quickly learn and apply District policies and procedures.

Ability to use applicable tools and operate basic cleaning equipment.

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LICENSES AND OTHER REQUIREMENTS:

The position requires the physical ability to stand for prolonged periods, walk long distances, bend, stoop and twist frequently, lift up to 50 lbs, climb ladders, work in confined spaces, work at heights occasionally, use hand tools, reach above shoulder height, and perform work outdoors during all seasons.

CLASSIFICATION HISTORY:

New: June 1991
Revised: March 2007
Revised: July 2010