



Job Description  
**CUSTODIAN**  
Classified

**Position Goal:** The Custodian provides a safe, attractive, comfortable and clean environment to ensure full and productive use of district facilities. To accomplish these tasks the Custodian must work closely with staff and administration.

**Reports to:** Lead Custodian, Supervisor of Custodians, Building Principal, Director of Operations

**Preferred Qualifications:**

- High school diploma or equivalent
- Health and Inoculation Certificate on file in the Central Office (after employment offer is made)
- Ability to read chemical labels
- Desire to continue career improvements by enhancing skills and job performance

**General Responsibilities:**

- Work independently
- Punctuality and ability to meet strict deadlines
- Maintain a high standard of safety, cleanliness and efficiency in all aspects of job
- Work overtime when emergencies arise in order to prevent disruption to the schools
- Respond to information requests in a cooperative, courteous and timely manner
- Keep information and records confidential
- Implement and follow all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan
- Perform other duties and assume other responsibilities assigned by the Custodian Supervisor or other administrative staff

**Essential Functions:**

- Provide a safe, attractive, comfortable and clean environment to ensure full and productive use of district facilities
- Communicate effectively with all members of the school district and community
- React to change productively and handle other tasks as assigned
- Appropriately operate all equipment and machinery as required – including snow removal equipment
- Assist Custodial Supervisor in the ordering and inventory management of custodial supplies, materials and equipment
- Assist Lead Custodian and building administration with high priority tasks in the areas building maintenance and upkeep
- Ensure all activities conform to district guidelines
- Support philosophy and vision of USD 231

**Physical Requirements/Environmental Conditions:**

- Work in multiple settings and travel to alternative locations
- Work in noisy and crowded environments
- Work indoors and outdoors, year-round

- Work in/around dust, fumes and odors
- Operate a variety of district vehicles
- Good physical agility which requires the following:
  - Frequent bending
  - Getting up/down from floor
  - Crawling
  - Bending
  - Stooping
  - Turning
  - Climbing
  - Balancing
  - Sitting
  - Standing
  - Walking
  - Kneeling
  - Reaching
- Physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 50 pounds, push up to 80 pounds and pull up to 125 pounds

**Terms and Benefits:**

- At will employment
- Non-exempt status
- Work terms and fringe benefits per Classified Employee Handbook and Board of Education Policy
- Rate of pay commiserate with education and experience
- 260 work days
- Evaluation per USD 231 Board of Education Policy
- KPERs retirement plan

**Revised:** September 2015

The Gardner Edgerton School District is an Affirmative Action, Equal Employment Opportunity Institution