



Job Description

Job Title: Custodian II

Classification: Classified

Salary Schedule: XM6

Department: Custodial

Reports To: Custodial Supervisor

FLSA Status: Non-exempt

Date: June 2019

Approved by : Northwest Local School District Board of Education

Job Summary:

To provide students with an environment that is safe, clean and conducive to learning. To be responsible for the cleanliness, sanitation, security and basic maintenance of the assigned school area, building, grounds or equipment.

Job Qualifications:

1. High School diploma or equivalent.
2. Prior experience in general cleaning, chemical handling and customer service is not required, but preferred.
3. Communication skills as it relates to working with students, staff and co-workers.
4. Professional appearance, organizational skills and problem solving skills are an asset to this position.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties:

1. Performs cleaning duties including the removal of trash from classroom and building areas. This may include performing duties inside and on the outside premises.
2. Assists with building operation for building use and events. This may include setup, teardown, cleaning, locking and unlocking for events.
3. Sanitizing of all facilities including, but not limited to classrooms, restrooms, hallways, stairwells, common areas, offices, cafeteria, gymnasium, media center, learning labs, locker rooms, auditorium, custodial and storage areas. This work may occur daily or on a specific schedule.



4. Performs building site safety and operational checks including inspecting for hazards, graffiti and vandalism. Responds to fire and other alarms. Reports findings to supervisor.
5. Assumes responsibility for opening, closing and securing the building each school day. This may include checking doors, windows and making sure lights are turned off.
6. Assists in regulating heat, ventilation and AC systems to help regulate temperatures in school facilities and to ensure economical usage of fuel, water and electricity.
7. Assists with co-curricular extracurricular events scheduled by district/school administration.
8. Ensuring alarms are set at the proper times.
9. Moves furniture, equipment and supplies within the building as required and directed.
10. Keeps floors in a clean and attractive condition. This may require the use of floor scrubbers, floor buffers or other industrial equipment.
11. Follows assignment given by supervisor or administrator, but works as a part of the overall team in order to maintain the building/grounds.
12. Performs minor maintenance projects related to routine painting , plumbing or other related maintenance. More extensive maintenance projects are assigned to specific maintenance employees.
13. Minor lighting projects as it pertains to changing bulbs or tubes.
14. Assists with snow removal as it pertains to shoveling and salting of walkways and steps.
15. Performs seasonal, summer and project cleaning as planned and assigned by supervisor.
16. Performs other duties as assigned.

Other Duties and Responsibilities:

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.



7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. While performing this job the employee is often required to stand, kneel, crouch or crawl. The employee must be able to lift items of ten pounds regularly and items up to fifty pounds on occasion. Working on elevated surfaces or ladders may be required. Employee must be able to work around dust, fumes and odors. Specific vision abilities required by this job include close vision, distance vision, peripheral and depth perception skills.

Terms of Employment: 247 days



NORTHWEST LOCAL SCHOOL DISTRICT

Title: Custodian II

Employee: _____
(print name)

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

(Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

(Signature)

(Date)