

West Clermont Local School District Job Description

Job Title: Custodian
Reports To: Principal and Director of Operations
FLSA Status: Classified
Approved By: Board of Education
Approval Date: **December 9, 2013**

GENERAL DESCRIPTION

Performs and is directly responsible for all phases of housekeeping and light maintenance required for maintaining the assigned buildings and grounds at a high level of cleanliness and sanitation at all times by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Ensures safety of students at all times.
- Completes assigned cleaning duties in an efficient manner.
- Collaborates with building principal and immediate supervisor to ensure all duties are completed.
- Reports unsafe and otherwise adverse conditions that cannot be solved to the immediate supervisor.
- Assumes responsibility of making minor repairs to furniture, window shades, etc.
- Replaces all burned out light bulbs and tubes.
- Scrubs, mops, and waxes floors.
- Performs occasional simple maintenance work.
- Assists in maintaining building security.
- Assists other school staff members in any reasonable way to ensure safe and efficient operation of the school.
- Performs outside trash responsibilities and ground maintenance including grass mowing.
- Performs snow removal as applicable.
- Maintains up to date knowledge of technology utilized by the district.
- Delivers district mail and/or food and supplies

SUPERVISORY RESPONSIBILITIES

This job has no adult supervisory responsibilities except to supervise safe operation of the facility when non-school groups are using the building..

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must meet all job-related medical and physical ability standards.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). Must have the ability to use appropriate equipment including, but not limited to buffers, scrubbers, vacuums, extractors, etc.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, write and comprehend directions, short correspondence and memos. Ability to write routine reports and documents. Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries or

complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid certificate/license as issued by the Ohio Department of Education; Certificates, Licenses and/or registrations as applicable to position duties and responsibilities and/or as required by the Board of Education; Valid driver's license.

OTHER SKILLS AND ABILITIES

Must possess skills in reading, writing and math for the purpose of making necessary measurements, reading of gauges and instruments, mixing chemicals or other related items as applicable. Ability to apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to use computers where applicable. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical ability to shovel snow, to safely operate custodial and maintenance equipment, and drive a vehicle is a requirement.

While performing the duties of this job, the employee is regularly required to walk, stand, use hands to finger, handle or feel, reach with hands and arms, talk, hear, climb or balance and stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Must be able to perform duties in inclement weather.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.