

JOB TITLE: Custodian

DATE: March 2017

REPORTS TO: Assistant Facilities Director

APPROVED BY: Superintendent

SALARY RANGE: Facilities Support Staff Range IV

ASSIGNMENT: 52 weeks per year
8 hours per day

JOB SUMMARY: Performs minor maintenance and cleaning duties of assigned school in order to maintain a clean and safe environment for staff and students.

ESSENTIAL FUNCTIONS

1. Cleans areas assigned in an acceptable manner including but not limited to sweeping, vacuuming rugs, cleaning tables, desks, blackboards, straightening furniture, and dusting.
2. Wet mops all bathrooms and cleans sinks and toilets daily.
3. Cleans all drinking fountains daily along with corridors assigned.
4. Requests supplies and custodial equipment needed in the performance of custodial duties.
5. Maintains neatly all custodial storage areas.
6. Moves and sets up furniture or equipment as required for various activities as directed by supervisor or building principal.
7. Reports major repairs needed to supervisor promptly.
8. May be responsible for opening or closing of building, securing all doors and windows, regulating heat and lighting as necessary.
9. May maintain the playground equipment both for safety and appearance. May be required to cut grass, trim hedges and remove snow and ice from school property.
10. During the summer paints, washes classroom windows, cleans walls, and shampoos carpets. If applicable scrubs, waxes, and polishes floors using machine. Performs other related duties as part of the summer cleaning program.
11. Performs other job-related duties directed by Assistant Facilities Director.

QUALIFICATIONS: High school graduate or equivalent preferred. Must be able to use power equipment and tools.

PHYSICAL REQUIREMENTS: The position requires the ability to climb ladders and scaffolding to a height of 10 feet and to maintain one's balance, able to stoop, twist and kneel. Position requires extended standing and reaching with extended hand and arm, also using a repetitive motion. Duties require extensive walking at a moderate speed. Able to lift on occasional basis a maximum to 20 pounds. Able to communicate and hear with no more than a 40-decibel hearing loss. Sight requirements include far and near vision of more than 20 feet and less than 20 inches. Ability to judge distance, distinguish colors, focus on objects and field of vision from point to point are needed. Work is performed primarily, at least 80% of time, in an internal environment. Up to 20% of the work time, there is possibility of exposure to chemicals or hazardous materials either by contact or air depending on particular assignment.