

CGM - MAJOR JOB FUNCTION CUSTODIAN

SUMMARY: *The Custodian is responsible for safety, security, and cleanliness of the building(s) and grounds, maintaining the school physical plant in a condition of operating excellence for full educational use at all times.*

REPORTS TO: Director of Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

1. Maintains excellent personal hygiene.
2. Possesses and maintains an excellent attendance record.
3. Works with standard custodial chemicals and finishes for cleaning, sanitizing, and disinfection.
4. Performs scheduled full cleaning assignments.
5. Dust mops or vacuums floors and dusts rooms, uses various vacuum cleaners.
6. Cleans, maintains, and repairs urinals, stools, and other restroom fixtures.
7. Washes windows and doors as appropriate.
8. Replenishes, maintains, and repairs soap and paper dispensers.
9. Washes whiteboards, desks, chairs, walls, tables, and other room surfaces and furnishings.
10. Cleans, maintains, and repairs lockers.
11. Performs all other light housekeeping chores.
12. Locks/Unlocks doors
13. Maintains floors including floor finishing and floor machine operation.
14. Removes trash and re-lines trash receptacles.
15. Cleans snow from walkways.
16. Changes light bulbs and repairs light fixtures.
17. Moves and assembles furniture and other classroom equipment as authorized by the principal.
18. Checks the heating plant and related equipment for proper operation.
19. Utilizes the work order system.
20. Performs minor plumbing and mechanical repairs and maintenance within the building and grounds such as, but not limited to, leaky faucets or pipes, door and window hardware.
21. Continually checks, corrects, or reports dangerous equipment conditions and potentially hazardous situations.
22. Climbs ladders and works from scaffolding.
23. Complete painting projects as assigned by the Director of Operations.
24. Effectively communicates all operational needs to principals, staff, and the operations office.
25. Makes necessary arrangements within the building for all events and activities.
26. Performs a lead role with staff to communicate, organize, and carry out work within the building.
27. Other duties and tasks as assigned by the Director of Operations.

QUALIFICATION REQUIREMENTS: *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 must be made to enable individuals with disabilities to perform the essential functions.*

1. High school diploma or general education degree (GED).
2. Physical ability to perform assigned job duties.
3. Ability to positively communicate with staff, students and community members.
4. Demonstrated aptitude or competence for assigned responsibilities.

5. Possesses a working knowledge of building maintenance and mechanical functions.
6. Ability to work with computers.
7. Utilize the work order and E-mail systems
8. Demonstrated skill and ability to perform cleaning functions.
9. Must be able to distinguish colors correctly.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of employees of organization.

Mathematical Skills:

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

Certificates, Licenses, Registrations:

Valid driver's license with good driving record.

Other Skills and Abilities:

Ability to pass a district written and physical test. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PERFORMANCE RESPONSIBILITIES:

Duties include, but are not limited to the following:

1. Is able to determine what is needed to complete assigned tasks and skillfully and efficiently uses time and resources to execute those tasks.
2. Is available for any work assignment as deemed necessary to resolve maintenance and/or operational problems within the District.
3. Possesses knowledge of safe work habits and practices same.
4. Reports to the proper authority any unsafe or dangerous conditions existing on school properties or within the buildings and any irregular use of buildings and grounds.
5. May be asked to presents a record of work accomplished daily.
6. Continually attempts to increase his/her skills and is knowledgeable about updated equipment and methods.
7. Participates on emergency work crews whenever needed.
8. Obtains and inputs work order information via computer program.
9. Trains other custodial staff in minor maintenance and repairs.
10. Performs other duties as assigned by the Director of Operations

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.*

While performing the duties of this job, the employee is frequently required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds. Occasionally the employee will lift and/or move up to 90 lbs. The employee will sometimes push/pull items such as tables, scaffolds, and cabinets. Specific vision abilities required by the job includes close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.*

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours. The noise level in the work environment is usually moderate and occasionally will work in a loud area.