



JOB TITLE	Custodian
LOCATION	J. Everett Light Career Center
WORK SCHEDULE	10:00am – 6:30pm (M-F)
CALENDAR LENGTH	260 working days
FLSA CLASSIFICATION	Hourly
HOURLY RATE	\$15.60/hour.
BENEFITS	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision insurance offerings.

JOB DESCRIPTION:

The Custodian is responsible to the Building Foreman and/or the Building Administrator in charge of Custodial personnel. Responsibilities include:

1. Keeping the building and premises, including sidewalks, driveways, and play areas, neat and clean at all times.
2. Shoveling, plowing, and sanding walkways, driveways, parking areas and steps as appropriate.
3. Sweeping and/or vacuuming classrooms daily and dusting furniture when requested and/or as directed.
4. Cleaning corridors after school each day and as needed.
5. Scrubbing, hosing down and disinfecting restrooms daily.
6. Washing windows on both the inside and outside at least twice each year and as needed.
7. Keeping the grounds free from rubbish.
8. Performing such yard keeping chores as grass cutting and tree trimming as necessary to maintain the school grounds in a safe and attractive condition.
9. Keeping all floors in a clean and attractive condition, and in a good state of preservation.
10. Reporting immediately to the Building Foreman any repairs that need attention and/or any damage to school property.
11. Performing minor maintenance duties, i.e. changing light bulbs, changing ceiling tiles, etc.
12. Moving furniture and/or equipment within buildings as required for various activities and as directed by the Building Foreman.
13. Assuming responsibility for the closing of the building each school day. This includes ensuring all doors and windows are secured, and that all lights are off except for those left on for safety reasons.
14. Performing other duties as assigned by the Building Foreman and/or the Building Administrator in charge of Custodial personnel.

KNOWLEDGE, SKILLS AND ABILITIES:

They must be able to work efficiently and effectively at a fast pace and exhibit good attendance. The ability to communicate effectively with various publics including students, parents, teachers, administrators, staff and outside and public agencies is essential.

EDUCATION:

All candidates must have high school diploma and/or its equivalent.

PHYSICAL DEMANDS:

PHYSICAL REQUIREMENT	PERCENTAGE OF TIME
Ability to stand for extended periods of time	Very Frequent
Ability to lift 25 pounds	Often
Ability to carry 25 pounds	Often
Ability to work at a desk, conference table or in meetings of various configurations	Seldom
Ability to see for the purpose of reading rules and policies and other printed matter	Seldom
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate job-related equipment	Very Frequent
Ability to reach in all directions	Very Frequent

Seldom = Less than 25%

Occasional = 26 to 50%

Often = 51 to 75%

Very Frequent = Greater than 75%

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