

Job Description

Custodian

Custodians will assist the educational process by providing a clean, attractive physical environment.

Qualifications

A custodian should have a sincere desire to enhance the educational environment of children. He/she must have the ability to work with students, faculty, and the general public in a diplomatic, friendly manner. The physical requirements of the custodian position are the ability to sit, stand, or walk for extended periods of time, tolerate repetitive motions, lift and carry up to fifty pounds, manually move, push, or pull heavy objects, stoop, bend, reach, kneel, or turn, climb ladders, and have the ability to operate equipment such as power scrubbers, buffers, etc. Occasionally, work in noisy, crowded, stressful environments with numerous interruptions may be required. The successful applicant shall also be able to tolerate routine chemicals involved in cleaning and disinfecting a school building.

Position Classification

Support Staff

Fair Labor Standards Act

Non-Exempt

Supervisor

The custodian will report directly to the building Lead Custodian or building Night Lead Custodian.

Duties

The custodian will:

1. Clean and sanitize classrooms and hallways on a daily basis.
2. Clean, sanitize, and deodorize restrooms daily as well as checking bathrooms periodically throughout the day.
3. Clean and sanitize water fountains daily.
4. Sweep, mop, and scrub cafeteria, gymnasium, and auditorium as usage dictates. Clean and sanitize cafeteria tables during and after meal times.

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5. Shovel and spread ice melt on sidewalks as weather conditions necessitate.
6. Maintain buildings and grounds including: cleaning windows, picking up trash, etc.
7. Perform minor maintenance duties including: unclogging sinks and toilets, changing light bulbs, changing ceiling tiles, building bookshelves, painting, etc.
8. Maintain building floors including chemical stripping and finishing.
9. Use time efficiently during work shift.
10. Complete work in a professional manner. Workmanship must meet the standards of the district and the custodian's supervisor.
11. Use required safety procedures with equipment and chemicals.
12. Report unsafe conditions or practices to the supervisor
13. Notify the direct supervisor of an absence before the start of the workday
14. Be able to solve routine problems independently. Look ahead for what needs to be done.
15. Use teamwork and have a sense of pride in doing the best job possible.
16. Accept directions from supervisors and cooperate with other employees.
17. Perform any other duties assigned by the Custodial director, his/her designee, or the Executive Director of Operations.

Revised June 16, 2020