

CUSTODIAN

QUALIFICATIONS:

1. High School diploma or G.E.D.
2. Six months to one year of custodial experience
3. More than one year's experience can be substituted for education requirement

REPORTS TO:

1. Director of Maintenance
2. Head Custodian

SUPERVISES:

Not applicable

JOB GOAL:

Performs routine maintenance and cleaning for school buildings in support of operations of school buildings.

PERFORMANCE RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. Maintains appearance and cleanliness of floors and carpets in each assigned building.
2. Empties trash receptacles in each assigned building.
3. Maintains clean and sanitary conditions in rest rooms in each assigned building.
4. Washes and waxes floors in each assigned building as needed or determined by supervisor.
5. Maintains cleanliness of glass and mirror surfaces in each assigned building.
6. Removes dirt, debris, snow and ice from walkways at each assigned building.
7. Performs repairs of a minor or routine nature in and around assigned building.
8. Maintains supplies in rest rooms.
9. Maintains illumination and safety equipment in each assigned building.
10. Sets up and breaks down rooms used for functions.
11. Monitors performances of equipment and components and alert supervisor to problems or improvements.
12. Performs other duties, as assigned.

TERMS OF EMPLOYMENT:

Days contracted as per Master Agreement

EVALUATION:

In accordance with district procedures

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

1. Lift up to 10 lbs.:	Frequently required
2. Lift 11 to 25 lbs.:	Frequently required
3. Lift 25 to 50 lbs.:	Occasionally required
	Assistance may be available
4. Lift over 50 lbs.:	Rarely required
	Assistance may be available
5. Carry up to 10 lbs:	Frequently required
6. Carry 11 to 25 lbs:	Frequently required
7. Carry 26 to 50 lbs:	Occasionally required
	Assistance may be available
8. Carry over 50 lbs:	Rarely required
	Assistance may be available
9. Reach above shoulder height:	Frequently required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Occasionally required
4. Fingering:	Frequently required
5. Controls and Equipment:	Hand and power tools, floor machines, vacuum cleaner, mop and brooms, telephone, lawn mowers, snow blowers

Other Physical Consideration:

1. Twisting:	Frequently required
2. Bending:	Frequently required
3. Crawling:	Rarely required
4. Squatting:	Frequently required
5. Kneeling:	Frequently required
6. Crouching:	Frequently required
7. Climbing Ladder:	Frequently required
8. Climbing Stairs:	Frequently required
9. Balancing:	Frequently required

Work Surface (s):

Varies from carpeting, linoleum, tile, concrete, gravel, dirt and grass.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 <u>8</u>	1 2 3 4 5 6 7 <u>8</u>
Walk	1 2 3 4 5 <u>6</u> 7 8	1 2 3 4 5 <u>6</u> 7 8

Cognitive and Sensory Requirement(s):

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|--------------------------|--|
| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Smelling required to detect odors, such as natural gas, electrical smoke, etc. |

Specific Vocational Preparation Requirements:

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|---|--------------|
| 1. Short demonstration only | _____ |
| 2. Any beyond short demonstration up to and including 30 days | _____ |
| 3. 30-90 days | _____ |
| 4. 91-180 days | _____ |
| 5. 181 days to 1 year | <u> X </u> |
| 6. 1 to 2 years | _____ |
| 7. 2 to 4 years | _____ |
| 8. 4 to 10 years | _____ |
| 9. Over 10 years | _____ |

Other Training, Skills and Experience Requirements:

Ability to work with departments with different needs, and understand and follow directions.

Summary of Occupational Exposures:

Floor and bathroom cleaners, cleaning agents and solvents.

Other Considerations and Requirements:

Should be physically able, as job includes lifting and stair climbing. Employee must be able to perform various tasks as required in maintaining school buildings.

Job often entails routine and repetitive tasks that, once learned, can be executed under general supervision. Work may be checked by supervisory personnel to insure quality and completeness of assignments.