



## **Custodian**

### **FLSA STATUS**

Non Exempt

### **POSITION SUMMARY**

The job of Custodian is done for the purpose(s) of providing custodial services at assigned sites; ensuring attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

### **ESSENTIAL FUNCTIONS**

- Arranges furniture and equipment for the purpose of providing adequate preparations for special events.
- Assists with site snow removal (e.g. driveways, sidewalks, parking areas, steps, etc.) for the purpose of ensuring access and safety.
- Attends in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within the site.
- Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Monitors students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Performs summer maintenance (e.g. strip/wax floors, moving furniture, paints, etc.) for the purpose of completing and/or facilitating summer construction.
- Performs minor, job related, maintenance on custodial equipment, classroom furniture of fixtures and the building (e.g. changes vacuum cleaner belts, bags, repairs desk and tables, etc.) for the purpose of ensuring proper functioning and usability of items.
- Performs ground keeping chores as assigned for the purpose of ensuring grounds are maintained in an attractive and safe condition.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Regulates heating and ventilation systems as directed or trained for the purpose of ensuring units are operating correctly and a comfortable temperature is maintained.
- Replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring the availability of required items.

- Responds to immediate safety and/or operational concerns during and after standard hours (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **SUPERVISORY CONTROLS**

This position reports to the Building and Grounds Coordinator and Principal. This position does not supervise any other staff.

### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER COMPETENCIES**

- Ability to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.
- Ability to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; and is familiar with current and emerging technology used in the custodial area.
- Able to schedule activities, collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions.
- Able to work under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget; utilization of some resources from other work units is often required to perform the job functions. There is a continual opportunity to impact the organization's services.

### **EDUCATION, EXPERIENCE, CERTIFICATION AND LICENSES**

- Job related experience is desired.
- High school diploma or equivalent.
- Required annual trainings

### **WORK ENVIRONMENT**

The usual and customary methods of performing the job functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed at some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

### **BACKGROUND CHECK**

As part of our hiring process, we will conduct a background check on all potential employees, which may include a review of your criminal history, employment verification, and education records.

I have reviewed this job description and I understand all the requirements, my job duties and responsibilities. I am able to perform the essential functions as outlined.

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Employee Signature

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Date