

POSITION DESCRIPTION

Custodian

Revision Date: 03/18/16

Reports to: Custodian Supervisor

Supervises:

General Description of Duties (Knowledge, Skills and Abilities):

Under the direct supervision of the Custodian Supervisor and Principal, performs general cleaning and maintenance in school buildings and grounds; maintains equipment in functional condition; and provides cleaning and custodial assistance to students, teachers, visitors and others as necessary. The Custodian has the primary responsibility for cleaning the school in such a way to promote health and safety while reducing the spread of infection. It is the role of the custodian to follow daily, weekly and monthly cleaning schedules including, but not limited to, the classrooms, kitchen, office areas, bathrooms, storage areas and entrances. Performs related duties as required.

Salary Level

Level 1 – pursuant to Cherokee Central Schools Salary Schedule

Fair Labor Standards Act Status

Non-Exempt

Qualifications/Experience

Requires a minimum of a High School Diploma or GED. Previous experience in housekeeping preferred but not required.

Major Functions

1) Function: General Cleaning Duties

- I. Daily cleans offices, classrooms, corridors, stairways, and other areas as assigned.
 - o Sweeps, dry mops or vacuums.
 - o Dusts, waxes, and/or polishes furniture.
 - o Empties wastebaskets and other waste receptacles.
 - o Polishes door knobs and other metal fixtures.
 - o Disinfects and deodorizes as instructed.
 - o Daily cleans mirrors, sinks, and water fountains.
 - o Dusts ledges and woodwork.
- II. Washes walls, windows, and other fixtures on a periodic basis.
- III. Scrubs and waxes floors on a periodic basis.
- IV. Keeps a stock of cleaning materials and equipment to do the work.
- V. Reports cleaning order needs to supervisor.
- VI. Replaces deodorizers, toilet tissue, hand towels, soap.
- VII. Removes stains from surfaces of carpet, flooring, walls.

2) Function: Operation of Cleaning Equipment

- Is required to have working knowledge of the proper operation of all custodial cleaning equipment.
- Maintains assigned equipment and reports needed repairs to supervisor in a prompt manner.

3) Function: Operation of Established Safety Rules

- Is familiar with safety precautions required use of all materials and equipment, and daily observes these precautions.
- Reports safety and hazards, and potential safety and health hazards to supervisor.
- Secures the area(s) of the building to which assigned following completion of cleaning duties.

4) Function: General Working Requirements

- Adheres to assigned schedule.
- Assists other custodians with duties when needed to meet timelines.
- Completes all assigned duties without instruction and with minimal supervision.
- Assists with moving furniture or supplies and materials as requested by the principal.

5) Function: Confidentiality

- Maintains confidentiality after observing personal material relating to students and staff.
- Directs all concerns to immediate supervisor.

6) Function: Physical Effort

This job involves standing for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing. May be required to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

7) Function: Working Conditions:

Exposure to cleaning chemicals, solvents and contaminated trash, grasses, pollens, etc. Tasks that involve possible exposure to blood, bodily fluids or tissues. Must be able to withstand exposure to adverse weather conditions. Wearing of protective equipment, such as latex gloves, per OSHA regulations is required.

8) Function: Other:

Employee may be asked to perform other duties as assigned.

Appearance/ Disclaimers:

All staff are expected to dress in a professional manner, in accordance with the personnel policy, at all times when on duty. This Position Description is not a binding contract. Management, with approval of the School Board, has the right to alter this position description without notice.