

# LAKEVILLE AREA PUBLIC SCHOOLS

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Custodian</b>	<b>LOCATOR: (Office Use Only)</b>
<b>DEPARTMENT/BUILDING:</b>	<b>All District Buildings</b>	<b>POSITION CLASSIFICATION: A-1-2</b>
<b>TITLE OF IMMEDIATE SUPERVISOR:</b>	<b>Facilities and Plant Planning Coordinator / Building Principal</b>	<b>BARGAINING UNIT: Local 284</b>

**POSITION SUMMARY:**

Perform general cleaning and maintenance to provide pleasant and safe surroundings for staff, students, parents, and the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Assumes responsibility for the overall cleanliness and maintenance of the school and its site.
2. Cleans classrooms, offices, hallways, entryways, restrooms, and other common areas of the school on a regular basis and after events.
3. Dusts, cleans, sanitizes surfaces within the school including, but not limited to: windows, ledges, desks, tables, countertops.
4. Performs specialized cleaning at certain times of the year including, but not limited to: stripping and waxing floors.
5. Complies with health and safety codes, including OSHA standards.
6. Performs minor building maintenance including, but not limited to: bulb replacement, furniture repair, and basic repairs to plumbing, heating and electrical equipment.
7. Sets up furniture and equipment (tables, chairs, bleachers, risers, etc.) for community use and school events.
8. Opens and readies building in the morning or closes and secures building at night, depending on shift assigned.
9. Performs routine grounds work around building perimeter including but not limited to snow and weed removal.
10. Attends job related and/or mandatory workshops and training programs.
11. Follows security protocol and participates in building safety drills.
12. Performs other duties as assigned by the Night Foreman, Chief Custodian, Building Principal and/or Facilities and Plant Planning Coordinator.

**KNOWLEDGE, SKILLS and ABILITIES**

1. Basic knowledge of commercial cleaning chemicals, procedures and equipment.
2. Ability to operate commercial cleaning equipment including, but not limited to: backpack vacuums, walk behind and riding sweepers, floor scrubbers, carpet shampooers, and various hand tools.
3. Ability to follow established safety procedures at all times.
4. Ability to follow operational cleaning procedures.
5. Ability to work both independently and in a team environment.
6. Ability to work evening hours, with occasional overtime on evenings or weekends.
7. Ability to accurately log time worked, including sick and vacation days, in the district's online system.
8. Knowledge of building materials, components and infrastructure.

9. Ability to adequately communicate verbally and in writing.
10. Ability to maintain effective working relationships with students, staff, parents, community and other colleagues.
11. Ability to contribute to and be part of a team-centered, professional, custodial atmosphere that supports the academic mission of the District.

**MINIMUM QUALIFICATIONS** (Specific training or job experience required before appointment):

1. High School diploma or equivalent.
2. Basic computer skills.
3. Must be able to lift 50 lbs.
4. Must be able to climb an 8-foot step ladder and/or up to a height 12-feet.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand				<b>X</b>
Walk				<b>X</b>
Sit		<b>X</b>		
Use hands dexterously (use fingers to handle, feel)				<b>X</b>
Reach with hands and arms				<b>X</b>
Climb or balance			<b>X</b>	
Stoop/kneel/crouch or crawl			<b>X</b>	
Talk or hear				<b>X</b>
Taste or smell		<b>X</b>		
Physical (lift and carry):				
Up to 10 pounds			<b>X</b>	
Up to 25 pounds			<b>X</b>	
Up to 50 pounds			<b>X</b>	
Up to 75 pounds		<b>X</b>		
Up to 100 pounds		<b>X</b>		
More than 100 pounds	<b>X</b>			

**DATE:** 2/12/2009  
**REVISED:** 5/18/2010, 10/25/2016, 12/05/2016