

JOB DESCRIPTION

Title: Custodian

- Qualifications:
1. Mechanical abilities preferred
 2. Ability to work with students and adults
 3. Possess oral and written communication skills
 4. Possess good organizational skills
 5. Good personal hygiene
 6. Pass physical exam
 7. High School diploma or GED minimum
 8. Workshops/trainings as required or requested by the superintendent

Reports to: Superintendent

Job Summary: Responsible for the overall cleanliness, sanitation, security, safety and maintenance of the assigned facilities, building, grounds and equipment. Ensure that assignments are completed in a safe, proper and timely manner and direct assigned custodians as necessary resolving immediate safety concerns. The Custodian works under the direct supervision of the Head Custodian and the Superintendent.

Custodian shall be responsible for:

1. The appearance, cleanliness and state of repair of all aspects of the buildings and grounds.
2. Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
3. Vacuums, shampoos, sweeps, mops, waxes, polishes, and scrubs floor surfaces.
4. Cleans and dusts furnishings.
5. Washes windows and mirrors.
6. Cleans and sanitizes restrooms, showers, and locker rooms.
7. Keeps cleaning equipment clean and in proper operating condition.
8. Cleans whiteboards on a regular basis.
9. Collects trash and places it in trash collection receptacles.
10. Moves furniture and equipment as necessary.
11. Shovels snow as needed from steps and sidewalks.
12. Reports items that are in need of repair.
13. Assures that exterior doors are locked in accordance to the building schedules, all doors and windows are secure, and lights and equipment are shut off.
14. Keeps grounds free of trash, mows lawns, and trims trees as directed when head custodian is gone.
15. Substitutes for other district employees when needed.
16. Cleaning and monitoring the restrooms throughout the day to ensure health and safety standards are upheld.
17. Check the cafeteria throughout the breakfast and lunch period to remove trash, sweep and/or mop up spills.
18. Ensuring the cafeteria is cleaned following the breakfast and lunch period by removing trash, sweeping, and scrubbing the floor.

19. Carrying and responding promptly to a radio while on duty and respond to all safety and security issues, hazards, adverse weather, alarms, fires, water breaks, mechanical and electrical failures, chemical spills and gas leaks.
20. Daily cleans designated rooms.
21. Perform other duties of a similar nature or level.

Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting (at times 40-50 lbs.), grasping, feeling, hearing/listening, seeing/observing, repetitive motions.

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- Safety training required