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| Job title | <i>Building Custodian</i> |
| Exempt | <i>No</i> |
| Salary | <i>As per the Classified Conditions of Employment</i> |
| Location | <i>Plymouth Community School Corporation – All Buildings</i> |
| Reports to | <i>Director of Facilities and Maintenance & Assistant Director of Maintenance</i> |

Job purpose:

Performance of custodial, maintenance, and groundskeeping activities to maintain a safe, clean, and healthy environment for all stakeholders.

Duties and responsibilities: *Other duties may be assigned*

- Inform supervisor of equipment failure, needed repairs and maintenance of building.
- Clean, dust mop, scrub and wax resilient floors as needed to protect floor finish.
- Dry mop floors in rooms and hallways.
- Operate floor scrubber and buffer.
- Clean and vacuum carpeting in rooms.
- Empty wastebaskets and dispose of refuse in incinerator or A-1 waste container.
- Stock machines and/or towel dispensers.
- Scrub and disinfect shower rooms.
- Change incandescent and fluorescent light bulbs.
- Clean whiteboards and erasers as assigned.
- Submit a request for supplies to immediate supervisor.
- Clean and scrub walls, water fountains, sinks, bowls, and glass mirrors.
- Clean snow and ice from all walks and entrances to building.
- Clean carpeting and scrub down walls.
- Install pencil sharpeners, replace fuses and be accountable for additional minor repairs to building, equipment, and furniture.
- Clean chair and desktops in classrooms and office areas.
- Mow grass, clean up leaves, trim shrubs and perform additional minor outside landscaping duties.
- Responsible for school corporation keys and securing building before leaving after each workday.
- Clean restroom areas.
- Keep custodial storage areas and boiler rooms clean, neat, and free of combustible materials.
- Keep all roof drains clean and free of debris.
- Clean glass in windows both on the inside and outside.
- Maintains workplace confidentiality.
- Maintains a position relationship with all stakeholders.

Qualifications:

- Education
 - High school diploma or equivalent or one to three months related experience and/or training; or equivalent combination of education and training.
- Certificates, Licenses, Registrations
 - Valid state driver's license – operator permit.

- **Language and Mathematical Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to complete rate, ratio, and percent and to draw and interpret bar graphs.

- **Reasoning Abilities:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

- Ability to operate all custodial cleaning equipment
- Basic computer skills

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.
- The noise level in the work environment is usually moderate to loud.

Physical requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

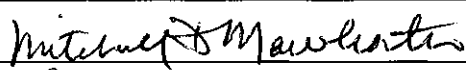
- While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must be able to lift and/or move 50 pounds repeatedly. Employee must be able to climb a 6', 12' and 14' ladder. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Terms of Employment:

- As per the Classified Conditions of Employment

Evaluation:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

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| Approved by: |  |
| Date approved: | 10-18-22 |
| Reviewed: | 10-18-22 |