

RED LION AREA SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: CUSTODIAN

STATUS: NONEXEMPT – 12 MONTHS

QUALIFICATIONS:

1. High school diploma.
2. Experience in custodial maintenance, cleaning services, or similar tasks preferred.
3. Such alternatives or equivalents to these requirements as the Board may find acceptable.

REPORTS TO: Senior High Head Custodian, Junior High Head Custodian, Supervisor of Buildings and Grounds, in accordance with building assignment

JOB GOAL: To provide a clean, healthy, and safe learning environment and an aesthetically pleasing appearance of District-owned buildings and grounds.

ESSENTIAL FUNCTIONS:

1. Maintain the cleanliness of all areas of the building as assigned by the building lead custodian and/or supervisory personnel, including all hallways, common areas, classrooms, cafeteria, offices, windows, furniture, equipment, etc.
2. Respond to and safely clean all spills and messes, including those caused by bodily fluids or excretions.
3. Clean and supply all restrooms within the assigned building.
4. Identify any needed repairs in the school building and notify the supervisor and/or Building Principal.
5. Collect and dispose of all refuse and recyclables in the assigned school building.
6. Move furniture, materials, and supplies as needed within the school building.
7. Maintain the assigned building at the appropriate environmental temperature as required.
8. Monitor and control building security and safety during and after operating hours in accordance with shift assignment.
9. Conduct security and building checks on weekends or holidays, as assigned by supervisory personnel.
10. Maintain the condition of building floors, including scrubbing and waxing as assigned.
11. Maintain the cleanliness and overall neat appearance of all exterior building features.

12. Mow or trim lawns and shrubbery and remove debris or other vegetation on school property.
13. Perform all required snow removal, as assigned including, but not limited to, porches, sidewalks, doorways, and parking lots.
14. Assume the responsibilities of the building lead custodian when necessary.
15. Report for duty as required during any emergency situation (i.e., severe snow storm, fire, etc.).
16. Assist building staff before, during, and after student lunch period, including set-up, teardown.
17. Make adjustments or minor repairs to heating, cooling, ventilating, plumbing, and/or electrical systems, as directed.
18. Follow all required safety procedures for the safe operation of the building, equipment, cleaning materials and chemicals, etc.
19. Provide quality customer service to all faculty, students, parents, and community members.
20. Promote positive public relations through appropriate interaction with the media, parents, taxpayers, staff, and others.
21. Comply with all rules, regulations, and policies of the District.
22. Perform all other duties and responsibilities as assigned by supervisory personnel.

PHYSICAL DEMANDS: Constant climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, hearing, talking, and repetitive motions.
Constantly alternating between sitting and standing.
Occasionally works at heights above ten feet.
Heavy to very heavy work requiring lifting 60 pounds or more.

SENSORY ABILITIES: Visual acuity.
Auditory acuity.

WORK ENVIRONMENT: Subject to inside and outside environmental conditions.
Exposure to hazards, including a variety of physical conditions, such as closeness to moving mechanical parts, electrical current, working on scaffolding or high places, exposure to high heat and chemicals.
Exposure to atmospheric conditions that affect respiratory system or skin, such as fumes, odors, dust, mists, gasses, or poor ventilation.
Occasional exposure to human waste and/or bodily fluids.

TEMPERAMENT: Must possess excellent interpersonal skills.

Must be able to work in an environment with frequent interruptions.
Able to make judgments and work under high levels of stress.

COGNITIVE ABILITY: Ability to communicate effectively.
Ability to organize tasks.
Ability to handle multiple tasks.
Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess working knowledge of materials, chemicals, supplies, tools, and equipment necessary to maintain a clean and neat appearance of District property.
Must possess superior customer service skills.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

TERMS OF EMPLOYMENT:

This position is part of the bargaining unit represented by the Red Lion Area Education Support Professionals Association. All terms and conditions of employment will be in accordance with the applicable Collective Bargaining Agreement, the board-approved contract for this position, and School Board Policy.

The information contained in this job description is for compliance with Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for the position. The individual currently holding this position performs additional duties as may be assigned.

The District may make reasonable accommodations consistent with all applicable laws and regulations, to enable individuals with disabilities to perform the non-exhaustive list of essential functions in this job description. Reasonable accommodations may only be made pursuant to an interactive process and only to the extent such accommodations do not pose an undue hardship or direct threat to the health and safety of the school community.

The Red Lion Area School District is an Equal Opportunity Employment, Educational/Service Organization.

Date Revised: November 28, 2022

Employee: _____