

## SOUTH EASTERN SCHOOL DISTRICT

**TITLE:** Custodian

**REPORTS TO:** Superintendent/Designee

**REFERENCE #:** 510

**APPROVED BY:** Board of Directors

**JOB SUMMARY:** To provide students, staff and community with a safe, attractive, comfortable and clean place in which to learn, play and develop.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Operate custodial equipment; perform floor care operations; polish, strip and apply wax/polish to furniture; and move furniture and equipment as needed
2. Scrub and dust walls, floor, furniture and fixtures.
3. Clean and disinfect lavatories; replace lavatory supplies.
4. Dispose of waste paper and materials; remove garbage.
5. Shovel snow and salt walks and steps; assist in keeping outside premises in an orderly condition.
6. Set up and dismantle equipment.
7. Make simple repairs to building, equipment and fixtures.
8. Paint and caulk.
9. Unload trucks including the use of tow motor.
10. Store and deliver supplies as requested.
11. Climb ladders.
12. Open and lock buildings.
13. Operate power equipment and hand tools for grounds maintenance and snow removal procedures. Pick up trash. Follow District Beautification program.
14. Direct vehicular traffic and assist with crowd control at events and drills.
15. Report immediately to the Head Custodian or Director of Buildings & Grounds any damage to school property, or condition which effects health and safety of students and personnel.

16. Perform other duties as assigned by the Director of Building & Grounds or his/her designee.
17. Respond to emergencies involving fire alarms, fire suppression systems, burglar alarms, etc. Meet and coordinate with emergency personnel. Reset alarms.
18. Work overtime, as needed, for emergencies, special events, and snow removal.

**QUALIFICATIONS:** Demonstrated aptitude for successful fulfillment of performance responsibilities. Alternate qualifications as determined by the Board of Education. Must have ability to follow oral and written instructions. Certification of good health signed by a licensed physician. Completion of I-9 form, verification of U.S. Citizenship. Demonstrate aptitude for successful fulfillment of performance responsibilities. Alternate qualifications as determined by the Board of Education. Must have ability to follow oral and written instructions. Demonstrate knowledge of cleaning trade, including: floor care, restroom cleaning/disinfecting and routine cleaning. High school diploma or equivalent is necessary. Able to hear with 40 decibel loss maximum and see with acuity of 20 inches or less and far acuity of at least 20 feet normal depth perception, field of vision and accommodation. Must be able to reach above and below the waist, walk and use fingers to pick, feel and grasp objects. Requires use of both hands for repetitive motion. Some bending and twisting of the body required. Lifts/carries supplies weighing no more than 50 lbs. Able to stand ninety percent (90%) of workday.

Must meet all legal requirements; submit all criminal background checks, clearance statements, training requirements, and the like as established by the law.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**ESSENTIAL ACCOMODATIONS:** 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 able to reach above and below the waist, walk and use finger to pick, feel, and grasp objects. Position requires the use of both hands for repetitive motion. Bending and twisting of the body are required. Employee must be able to lift/carry supplies and papers up to fifty (50) lbs. Frequent walking throughout building and frequent periods of sitting.

**Physical Demands:**

1. Standing for periods of time.
2. Moderate lifting from 20 to 50 pounds.
3. Manual dexterity to use equipment
4. Operate custodial equipment such as: floor machines, wet vacuums, carpet cleaners, vacuums, etc.

**Sensory Abilities:**

1. Visual acuity to read correspondence.
2. Auditory acuity to be able to use telephone.
3. Ability to speak clearly and distinctly.

**Work Environment:** All areas of the buildings and grounds.

**Temperament:**

1. Ability to work as a member of a team.
2. Must be courteous and able to work with people.
3. Must be cooperative, congenial and service-oriented, and promote these qualities in the department.
4. Ability to work in an environment with frequent interruptions

**Cognitive Ability:**

1. Ability to follow written and verbal directions.
2. Ability to create and delegate assignments.
3. Ability to complete assigned tasks with minimal supervision.
4. Ability to read and write.
5. Ability to work independently and make work-related decisions.
6. Ability to exercise good judgment in prioritizing tasks.
7. Ability to communicate effectively at all organizational levels.

**Specific Skills:**

1. Ability to operate maintenance equipment.
2. Must appropriately handle confidential information.
3. Ability to manage a complex department with varied changing, service demand.

**License and Clearances:**

1. Act 34, 114, and 151 clearances.

**Comments:**

1. Position holder must have a friendly, helpful, caring personality.
2. Position holder has relatively unrestricted access to information for the district and knowledge of management/operational activities.
3. Discretion is required.

*The position specifications 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.*

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*

**TERMS OF EMPLOYMENT:** A Custodian shall be appointed by the Board of School Directors as a two hundred sixty (260) day employee and shall be compensated in accordance with the Non-Certificated/Support Employees current agreement.

**EVALUATION.** Performance of the Custodian will be evaluated annually, by the Superintendent/Designee, in accordance with adopted procedures.


**COMPLIANCE.** It is the policy of the South Eastern School District not to discriminate on the basis of race, color, national origin, sex or disability in its employment practices as required by Title IX, Section 504 and Title VI.

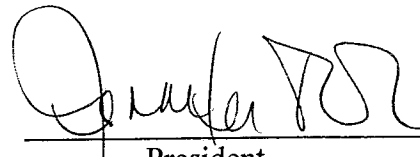
**DATES.**

Original Adoption: **September 17, 2015**

Revised:

**SIGNATURES:**

  
Secretary

  
President