

**TITLE***Custodian***QUALIFICATIONS**

- Able to read, write, speak and understand English.
- Is clean and neat enough to present the proper appearance when confronting students, teachers and the public;
- At least one (1) year of experience so that with appropriate training the assigned duties can be carried out; and
- Meets the necessary health and physical qualifications.

**JOB GOAL**

To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

**ESSENTIAL FUNCTIONS**

- Keeps all buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times;
- Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, electricity;
- Performs such grounds keeping chores as grass cutting, tree trimming, etc.;
- Unlocks doors prior to student arrivals and secures doors after student departure;
- Shovels, plows, and maintains steps, walks, driveways, and parking areas as needed;
- Performs such minor building repairs as he/she is capable of;
- Reports major repairs that are needed promptly;
- Keeps all floors in a clean and attractive condition;
- Moves furniture within buildings as required;
- Keeps the grounds free from rubbish;
- Washes all windows on both the inside and outside;
- Cleans rest rooms, classrooms, offices, hallways, and other areas of the building;
- Conducts an ongoing program of general maintenance, upkeep, and repair;
- Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions needed replacements;
- Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste;
- Knows and follows all safety rules and proper procedures associated with the responsibilities of the job; and
- Performs other work-related duties as assigned.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

- Lifting, carrying, pushing and/or pulling
- Climbing and/or balancing
- Stooping, kneeling and/or crawling
- Reaching
- Seeing

## **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

- Vocational education
- Apprenticeship training
- On-the-job training
- Essential experience

## **TEMPERAMENT (Personal traits)**

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Manual Dexterity:* Ability to move the hands easily and skillfully.
- *Eye-Hand-Foot Coordination:* Ability to move the hand and foot coordinately in response to visual stimuli.

*Custodian*

## **WORK CONDITIONS**

Some degree of physical discomfort due to exposure to dust, noise, temperature and weather conditions.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

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