

CUSTODIAN

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the building Principal and Director of Custodians and Grounds, will keep assigned school building or office space clean and orderly, to perform routine and semi-skilled maintenance work, and do other work as required.

ESSENTIAL FUNCTIONS:

- Sweeps, scrubs, mops, waxes and buffs floors, vacuums rugs and carpets
- Dusts and polishes furniture and woodwork
- Cleans restrooms
- Washes windows and walls
- Polishes metal work
- Takes care of equipment and materials
- Orders janitorial supplies needed for school facility
- Locks or unlocks buildings and gates as required
- Assists lunch truck driver with unloading and loading when food delivery arrives for breakfast and lunch
- Assists other employees in cleaning kitchens and other cafeteria equipment
- Assists in moving and arranging furniture and equipment and setting up cafeteria or classrooms for special events or meetings
- Makes minor non-technical repairs: replacing lights, adjusting shades or blinds, or adjusting desks and other furniture
- Cleans blinds
- Scrapes and refinishes floors
- Cleans and picks-up paper on grounds and courts of buildings
- Blows off sidewalks, basketball courts, and other paved surfaces with power blower
- Puts up and takes down flags

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Operate basic tools used in custodial work
- Be self directed and work independently

KNOWLEDGE OF:

- Use of tools used in custodial work
- Use of common electrical cleaning equipment
- Minor maintenance work
- Basic sanitation procedures used in the cleaning of kitchens, restrooms, etc.

SKILL TO:

- Quickly learn schedules and procedures
- Read and write at a sufficient level to successfully perform the required duties
- Understand and carry-out both oral and written instructions
- Establish and maintain effective working relationship with those contacted in the performance of required duties

PHYSICAL FUNCTIONS:***Ability to:***

- Safely climb ladders up to ten (10) feet in height
- Stand for extended periods of time
- Bend, twist, kneel and stoop
- Lift and carry seventy-five (75) pounds
- Reach in all directions
- See for the purpose of reading rules, policies and other printed materials
- Hear and understand speech at normal levels
- Communicate clearly and understandably in normal conversation

EXPERIENCE:

No experience required; High School Diploma or GED certificate

WORK YEAR:

The work year is two hundred sixty (260) days, less paid holidays and earned vacations

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Update: September 24, 2013
Board adopted: September 14, 1999*