

Custodian

Classification: Classified

Salary Range: 17

Work Year: 260 Days

FLSA Status: Non-Exempt

Board Ratified:

OVERALL RESPONSIBILITY

Under general supervision of the on-site school principal and the Director of Maintenance, keeps assigned rooms, buildings, and surrounding areas or office spaces clean and orderly.

SPECIFIC RESPONSIBILITIES:

Responsibility to:

- Cleans assigned areas; sweeps, scrubs, mops floors, vacuums rugs and carpets, empties and cleans waste receptacles, dusts furniture and fixtures, cleans windows and blackboards
- Cleans and sanitizes bathrooms
- Performs a variety of other custodial related duties, makes minor repairs, replaces burned out lights, adjusts shades of blinds, adjusts desks and other furniture, and sets up rooms
- Secures buildings, locks and unlocks doors
- Sweeps, cleans, and washes sidewalks
- Assists in the restoration and major cleaning of buildings and grounds during school vacation
- Loads and unloads trucks and moves supplies
- Maintains custodial equipment
- Maintains inventory of custodial supplies
- May raise or lower flag
- Operates necessary equipment and tools
- Does related work as required

QUALIFICATIONS

Minimum Requirements:

Knowledge of:

- Methods of cleaning and preserving floors, walls, and other facilities
- Cleaning materials, disinfectants and equipment used in custodial work
- Common cleaning tools and their uses.

Ability to:

- Learn the schedules and procedures and the use of tools necessary in custodial work.
- Use common electrical cleaning equipment
- Read and write and carry out oral and written directions
- Relate positively to students
- Maintain cooperative relationships with those contracted in the course of work.

Education:

- High School diploma or equivalent.

Experience:

- One year of general work experience, preferably including some custodial or janitorial work

OTHER CHARACTERISTICS:

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- This type of work will involve walking, standing or sitting for extended periods.
- Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved frequently with this position.
- Perceiving the nature of sound, near, far, and color vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle work with various materials and objects are important aspects of this job.
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

- 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.