



JOB DESCRIPTION

Job Title	Custodian
Department	Buildings & Grounds
Reports To	Building Services Manager
Classification	Hourly Buildings & Grounds
Location	
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Custodian is responsible for daily cleaning and maintenance of school district facilities. The Custodian works a designated shift, receives building assignments and directions from the Building Services Manager, and demonstrates professional behavior.

Essential Job Functions

- Cleans and maintains all areas of the school: sweeps, mops, scrubs, and polishes floors; paints and washes walls, windows, and woodwork; dusts, polishes, arranges, and moves furniture and equipment.
- Disinfects and sanitizes all building areas as needed.
- Vacuums and shampoos carpeting.
- Operates and maintains all custodial cleaning equipment.
- Cleans restrooms and replenishes supplies.
- Waters lawns, trees, and shrubs; sees to the removal of garbage and wastepaper.
- Replaces light bulbs, ballasts, and switches; cleans light fixtures.
- Sets up equipment, chairs, risers, choral equipment, and bleachers for school and public events.
- Assist in pool maintenance as directed.
- Assists other building staff with a variety of custodial, maintenance, and hauling needs.

Ancillary Job Functions

- Assists in maintaining or maintains HVAC in school building.
- Removes snow and ice from steps, walks, intersections, and fire hydrants during winter months.
- Assists staff and students of the school in matters of safety and health.
- Assists in minor maintenance and repair work as needed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Some cleaning/custodial/maintenance background.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- HVAC training.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Entry level knowledge of cleaning methods.
- General maintenance skills.
- Basic computer skills.
- Any craft skills.
- Ability to respond to requests for assistance in a friendly and service-oriented manner.
- Ability to interact constructively with the public and staff at all levels.
- Ability to administer and receive constructive criticism.
- Ability to work independently without direct supervision.
- Ability to operate a variety of cleaning, maintenance, and lawn care tools and equipment such as floor scrubber, snowblower/plow, etc.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be exposed to wet/humid conditions, inclement outdoor weather conditions, extreme temperatures, moving mechanical parts, risk of electrical shock, potentially hazardous bodily fluids, or potentially hazardous or cancer-causing agents/chemicals.
- May be required to work in confined spaces or high/dangerous places.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to hear, feel attributes of objects, grasp, push, stand/walk, reach, stoop/kneel/crouch, climb/balance, and operate mechanical equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- May frequently be required to lift up to 75 pounds.