

POSITION DESCRIPTION

TITLE:	Custodian	SUPERVISOR:	Building Services Manager
DEPARTMENT:	Buildings and Grounds	CLASSIFICATION:	Buildings and Grounds Bargaining Unit

I. Accountability Objectives:

The Custodian is responsible for daily cleaning and maintenance of School District Facilities and is employed through the Buildings and Grounds Department. The Custodian works on designated shift, receives verbal or written instructions, and performs general duties in the maintenance and upkeep of school buildings and grounds. Workload for individual position and minimum standards of cleaning are established. Work is subject to inspection during progress and upon completion. Summer work is subject to assignment and changes as needs of school district demand. Custodian may be assigned to more than one building. Receives building assignments and directions directly from Building Service Manager. The Custodian demonstrates professional behavior, promoting positive relationships with students, staff, public, and peers.

II. Position Characteristics:

Salary: On Schedule
Length of Contract: 12 Months
Work Day: 8 hour shift as assigned

III. Position Relationships:

Reports to: Building Services Manager
Coordinates with: Lead custodian, building principal, Director of Buildings and Grounds, and other staff

IV. Position Qualifications:

A. Required Qualifications:

1. High School diploma or GED equivalent
2. Entry-level knowledge of cleaning methods
3. Must be able to read and interpret instructions, product use directions, warning labels and other information written in English.
4. General maintenance skills.

B. Desired Qualifications:

1. HVAC training
2. Computer skills
3. Any craft skills
4. Able to work at heights, man-lift certification

C. Special Requirements:

1. Ability to interact constructively with public and staff at all levels.
2. Ability to administer and receive constructive criticism.
3. Ability to work independently without direct supervision.

D. Environmental/Physical Requirements:

1. Requires standing and walking on hard services.
2. Requires work in the presence of mechanical and equipment noise.
3. Requires routine lifting of up to 75 pounds.

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4. Requires working from ladders, lifts, and elevated platforms.
5. Requires adapting to rapid changes in temperature.
6. Requires working safely with cleaning chemicals.

V. Position Responsibilities:

- A. Sweeps, mops, scrubs and polishes floors; paints, washes walls, windows, and woodwork; dusts, polishes, arranges and moves furniture and equipment.
- B. Vacuums and shampoos carpeting.
- C. Operates all custodial cleaning equipment.
- D. Clean restrooms and replenishes supplies.
- E. Maintains supplies and custodial equipment.
- F. Assists in maintaining or maintains HVAC in school building.
- G. Waters lawns, trees, and shrubs; sees that rubbish and wastepaper are removed.
- H. Removes snow and ice from steps, walks, intersections and fire hydrants.
- I. Replaces light bulbs, ballasts, switches, and cleans light fixtures.
- J. Assists staff and students of the school in matters of safety and health.
- K. Assists in minor maintenance work as needed.
- L. Sets up equipment, chairs, risers, choral equipment, bleachers for school and public events.
- M. Implements District security measures.
- N. Performs other related work as the individual job requires

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New:

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