

FRENCHTOWN SCHOOL DISTRICT

JOB DESCRIPTION CUSTODIAN

QUALIFICATIONS:

1. Minimum of High School Diploma or GED
2. Demonstrated ability to read and follow directions correctly
3. Demonstrated problem-solving skills
4. General knowledge of accepted cleaning and maintenance methods and techniques
5. Knowledge and ability to use appropriate custodial cleaning/maintenance equipment
6. Demonstrated knowledge/practice of safety rules and procedures
7. Demonstrated ability to lift loads up to 50 pounds on a regular basis, no history of back problems and pre-employment physical certification required.
8. Ability to organize and maintain the assigned area with little supervision
9. Other qualities as deemed necessary

PERFORMANCE RESPONSIBILITIES:

1. Punctuality: Arrives at work on time, leaves at the end of shift
2. Carries out tasks within the assigned time schedule
3. Works well with co-workers, certified staff, students and assists faculty members as requested to include positive responses to cleaning and maintenance requests
4. Is a self-starter that works well without supervision, "sees" things that need to be done
5. Assumes responsibility for the general security of building and equipment
6. Keeps assigned areas neat and clean at a level acceptable by District standards: Cleans classrooms thoroughly on a regular basis to include sweeping, mopping, vacuuming, dusting furniture and ledges, cleans sinks, empties wastebaskets, cleans windows, cleans chalkboards, and other areas
7. Is safety conscious and reviews premises weekly for safety standards in regard to staff, students, and public
8. Have knowledge of and the ability to operate the heating and other associated building systems
9. Routine maintenance on heating and electrical system
10. Keep school buildings and grounds free from hazards and attractive nuisances which threaten the safety of students, staff, faculty, and patrons
11. Reports damage or vandalism to school property to building principal immediately
12. Reports major or minor repair needs to supervisor
13. Be flexible in job assignments as determined by the supervisor
14. Other duties as assigned by supervisor, lead custodian, building principals

EQUIPMENT USED: Cleaning and maintenance tools and equipment, including but not limited to vacuum, floor polishers, floor strippers, miscellaneous scrubbing equipment.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate but can be noisy, depending upon the task at hand.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand, travel from one building to another, push heavy equipment, twist at neck and waist, reach, and kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift and/or carry up to 50 pounds.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement

are usually unavailable. The employee frequently works within time constraints and maintains attentiveness intensity. The employee may be involved in interactions that require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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 the essential functions.

IMMEDIATE SUPERVISORS: Maintenance/Custodial Supervisor, Lead Custodian, and Building Principals. As are all district employees, this position is under the general supervision of the District Superintendent.

TERMS OF EMPLOYMENT: 8 Hours per day - 12-month position - hours vary. Salary, benefits, and other working conditions as negotiated by the Frenchtown Public Schools Board of Trustees and the Frenchtown Classified Association (FCA).

It is the prerogative of the District to assign staff so as to best meet the needs of the District.

A pre-employment physical is required for this position.

EVALUATION

The performance of this position will be evaluated per the provisions of the Frenchtown Classified Association and the Board's Policy on Evaluation of Classified Employees.

_____	_____
Employee	Date
_____	_____
Principal	Date