

**Custodian**  
Job Description  
USD 108 Washington County Schools

**Purpose:** The Custodian assists in keeping school buildings and grounds in the best possible condition to induce a good working and studying atmosphere for both teachers and students and to ensure full and productive use of district facilities. To accomplish these tasks the Custodian works closely with the staff and administration of the USD 108.

**Qualifications:**

1. High school diploma or equivalent.
2. Experience as a custodian.
3. Desire to work as a custodian.
4. Ability to work independently without supervision.
5. Certification of Health for School Personnel on file in the District Office (after employment offer is made).
6. Desire to continue career improvement by enhancing skills and job performance.
7. Such alternatives to the above qualifications as the Board of Education may find appropriate.
8. Maintain the confidentiality of district documents, business conversations and student information.

**Reports To:** Head Custodian

**Rate of Pay:** Established in Employment-At-Will Contract of Employment

**Terms of Employment:** As per Board policy and regulations

**Hours Per Week:** Established by Superintendent

**Classification:** Classified Employee / At-Will

**General Responsibilities/Functions:**

1. Communicate effectively with members of the school district and community.
2. React to change productively and handle other tasks as assigned.
3. Appropriately operate all equipment as necessary.
4. Display a positive attitude about present assignment.
5. Is respectful of and helpful to all district employees, students, parents, and community members.
6. Manage multiple tasks in a short period of time.
7. Support the value of an education.
8. Support the philosophy and mission of USD 108.
9. Regular attendance and report to work on time.
10. Provide courteous, helpful service.
11. Keep building and premises, including sidewalks, driveways, and play area neat and clean
12. Assist with the maintenance and operation of the school facilities.
13. Communicate immediately to the Head Custodian any damage to school property.
14. Be responsible for maintenance and cleanliness of assigned buildings.
15. Comply with all health, safety, and fire directives of both the district and state regulations.
16. Make all emergency repairs where possible.
17. Keep restrooms clean and supplied with all necessities.
18. Shovel and treat walks and steps as needed in winter months.
19. Inform Head Custodian of major repairs or necessary work needed during summer vacation.

20. Keep the school building and premises in good condition so there shall be a good environment for the education of children.
21. Be present at all school functions, which are attended by the public as assigned.
22. Maintain an inventory and recommend purchases of suitable supplies, tools, and equipment.
23. Complete paperwork timely and accurately.
24. Report malfunctions of equipment to Head Custodian
25. Set up and move furniture to prepare for programs and/or activities during the school day.
26. Remain on the school premises during school hours and during non-school hours when the use of the building has been authorized and his/her attendance is required by the Head Custodian or Administration.
27. Must work on weekends when needed and on an "on call" basis.
28. Report immediately to Head Custodian any possible safety hazards at the school site.
29. Other duties as assigned by the Head Custodian or Administration.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing
2. Requires physical exertion to safely manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, crawling, bending, turning and reaching
4. Requires climbing and balancing
5. Must work indoors and outdoors year-round
6. Must work in noisy and crowded environments
7. Must work in and around dust, fume, and odors

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel. Evaluation will be performed by the Head Custodian.