

Job Description

Position: **Custodian**

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

- Keeping the interior and exterior of the employee's assigned buildings and facilities, and all adjacent areas, clean and orderly.
- Maintaining all equipment for which the employee is responsible in proper working order.
- Maintaining a proper inventory of equipment, supplies and other necessary items required to perform assigned duties.
- Snow removal
- Update and maintain current SDS sheets for all chemicals used in the building.
- Repairing all equipment, furniture and other items in the buildings and facilities to which the employee is assigned.
- Reporting all security problems, safety problems and damages encountered.
- Setting up for and cleaning up after events and activities.
- Attending workshops as assigned.

POSITION: **Custodian** DATE: Jul 27, 2021

Physical Requirements:	Sedentary	Light	Medium	Heavy	Very Heavy
	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant >66%	
A. Standing					X
B. Walking				X	
C. Sitting			X		
D. Bending / Stooping				X	
E. Reaching / Pushing				X	
F. Climbing			X		
G. Stooping / Kneeling / Crouching / Crawling			X		
H. Reaching / Handling				X	
I. Speaking / Hearing			X		
J. Seeing / Depth Perception / Color					X
K. Classroom Maintenance (materials)		X			
L. Driving			X		
M. Lifting					
	(30 lbs. max.)			X	
	(30 lbs. or more)		X		
N. Carrying					
	(30 lbs. max.)		X		
	(30 lbs. or more x 25 feet)		X		
O. Manual Dexterity					X

OTHER REQUIREMENTS

Proficient in the use of:

- Basic hand tools

Further requirements:

- Ability to read and write in English at a level sufficient to understand and follow product instructions

WORKING CONDITIONS

- A. Inside Outside **Both**
B. Climatic environment: Inside facilities are climate controlled.

I have carefully reviewed this job description and affirm the following (please initial):

____ To the best of my knowledge, I CAN fulfill all the requirements, responsibilities, and training aspects set out in this document.

____ To the best of my knowledge, I CANNOT fulfill all the requirements, responsibilities, and training aspects set out in this document.

Use this space for any comments:

Employee (Print)

Employee Signature