

## **Evening Custodian**

**Job Title:** Evening Custodian  
**Department:** Maintenance/Custodial  
**Reports to:** Supervisor of Buildings and Grounds, Principal  
**Classification:** Non-exempt  
**Category:** Support Staff

### **Summary**

The custodial staff is responsible for maintaining a clean, sanitized and attractive learning environment.

### **Essential Duties and Responsibilities**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Daily cleaning of floors and restrooms.
- Regular and frequent dusting of exposed surfaces.
- Washing of windows and glass areas.
- Other related tasks as needed or assigned.
- Assisting in the setup and/or takedown of equipment for scheduled activities at the high school.
- Assisting in securing the building following activities and prior to leaving the building at the close of the working day.
- Shall immediately report any breaks, leaks or other defects in the heating, lighting and ventilation systems to the head custodian.
- Shall be kind and considerate to pupils, courteous to teachers, and helpful to principals in helping to maintain order in and around the school premises.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

### **Supervisory Duties**

None

### **Qualifications**

- A high school graduate/or equivalent, in good health and physical condition and able to lift 50 pounds.
- Must have the ability to do and/or learn the skills necessary to keep the school building in a high state of cleanliness.

### **Skills and Abilities**

#### **Language**

An individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals in English.

Write routine reports and memos.

Respond to requests from staff members.

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### **Computation**

Ability to add, subtract multiply and divide using units of American money, weight, volume and distance.

### **Reasoning**

An individual who holds this position must have the ability to:

Solve practical problems.

Interpret instructions given orally, or in writing by diagram or form.

### **Technology**

Minimal use of technology is required including data entry into inventory records.

### **Physical Demands**

*The physical demands described here 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.*

While performing these duties, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear. The employee is frequently required to reach, climb, bend, squat, stoop and kneel. The employee continuously uses hand strength to grasp and use tools and climb ladders.

The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. The employees will frequently push or pull items such as desks, tables, bleachers, and scrubbing machines.

Specific vision requirements include close and peripheral vision and depth perception.

### **Attendance**

Consistent and regular attendance is an essential function of this position.

### **Conditions and Environment**

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The noise level of the work environment is usually moderate but can occasionally be loud.