

**WILMINGTON AREA SCHOOL DISTRICT
PART TIME CUSTODIAL
JOB DESCRIPTION**

TITLE: Second and Third Shift Custodian

REPORTS TO: Daylight Supervisor – Supervisor of Building and Grounds
Building Supervisor – Building Principal

JOB GOAL: To provide students and other building occupants with a safe, attractive, comfortable, clean and efficient educational environment.

NORMAL WORKING SCHEDULE:

Wilmington Elementary:
Second Shift: Monday - Friday, 3:30 pm – 9:00 pm

High School/Middle School:
Second Shift: Monday - Friday, 2:30 pm – 8:00 pm

SENSORY ABILITIES:

1. Use of hands to finger, handle or feel objects, tools or controls
2. Able to use hands to manipulate hand tools and instruments
3. Hear clearly to understand and communicate
4. Specific vision abilities to read, write, use the computer, respond to staff needs
5. Ability to match and sort items based on color; to distinguish between different colors

LANGUAGE ABILITIES:

1. READ: Ability to read safety rules, instructions in the use and maintenance of tools and equipment, and methods and procedures associated with assigned work
2. Ability to follow verbal and written instructions
3. WRITE: Ability to write actions taken and results achieved for work accomplished
4. SPEAK: Ability to effectively communicate. Maintain a harmonious relationship with Co-workers, students, teachers, staff, administrators, vendors, and the general public

REQUIRED QUALIFICATIONS:

1. Knowledge of methods and use of cleaning materials, equipment, supplies, and safe work practices.
2. Skills to use cleaning agents; supplies and equipment; perform basic math to calculate accurate dilution of cleaning agents.

3. Ability to stand for prolonged periods, follow oral and written instructions, adhere to safe work practices, work independently with minimal supervision, perform a variety of tasks, adjust to flexible assignments often with short notice.
4. Ability to establish and maintain effective working relationships with students, staff, and the general public.
5. Ability to work effectively in a team atmosphere to accomplish some tasks.
6. Deliver packages.

PERFORMANCE RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Vacuums (using a 20 lb. vacuum daily for 3-4 hours), sweeps, wet-mops and spot clean floors.
2. Strips, scrubs, recoats, and buffs floors and shampoos carpets
3. Empties trash from containers both inside and outside and change trash liners. (lifting waste paper and debris – maximum of 50 lbs.)
4. Sanitizes restroom areas, shower areas and disinfects toilets, urinals, sinks, counters and drinking fountains. Ensure restrooms are hygienic.
5. Refills all supplies and paper products in restrooms and custodial carts.
6. Cleans and polishes mirrors, chrome and partitions in restroom areas.
7. Dusts and polishes furniture
8. Cleans and/or disinfects tables, desks, blackboards, dry erase boards, pencil sharpeners, computers, countertops, woodwork, blinds, light fixtures, and vents in classrooms and work areas;
9. Spot cleans walls as needed; responds to emergency cleanups such as spills and clogged drains.
10. Washes windows and sills on the inside.
11. Assumes ability to go up and down stairs frequently as well as regular bending and standing as needed in a daily shift.
12. Arranges tables, chairs, and equipment for meetings or events as needed. (lifting furniture, boxes, and cafeteria tables - maximum of 50 lbs.).
13. Maintains general cleanliness of interior and exterior of the facility. This includes picking up litter from sidewalks, walkways and other common areas. Sweep walkways, and other common areas.
14. Shovels snow and/or applies ice melt to steps and driveways as necessary.
15. Performs limited maintenance functions, including spot painting, furniture repair, and other related repairs.
16. Changes all lamps (fluorescent/bulbs, etc.) as needed. (climb ladders up to a height of 8 ft.).
17. Assists in major clean-up in summer, such as washing desks and chairs, washing down walls, stripping and recoating floors, as well as any other special duties assigned.
18. Services or reports mechanical malfunctions and damage, vandalism or hazards.
19. Maintains building security by locking windows, gates and doors.
20. Performs other duties as assigned by the Principal or Supervisor of Building and Grounds.

WORKING CONDITIONS:

1. Normal for a school and office environment.
2. Must be able to lift 25lbs.
3. Standing, walking, reaching.
4. Grasping, handling, and gripping.
5. Repetitive movements of both hands.
6. Stooping, squatting, crouching, kneeling, and crawling.
7. Ability to move and lift 50 pounds, climb a ladder to heights of 8 ft., and be on your feet for an 8 hour shift.
8. Ability to move from building to building, classroom to classroom.
9. Must be able to work overtime and on-call 24 hours.
10. Employee is required to work outside in all kinds of weather.

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Able to lift and carry up to 50 pounds
3. Valid Driver's License

CLEARANCES:

1. Act 34
2. Act 151
3. FBI Fingerprinting