

CENTRAL SCHOOL DISTRICT

Job Title: Custodian I

Occupational Group: Maintenance
& Operations

Reports to: Principal/Director of Maintenance
& Operations

Pay Range: 22

Date of Board Approval: 7/18/2021

Work Year: 12 months

DEFINITION

Under direction of site administrator/Director of Maintenance and Operations, maintain an assigned school or facility in a clean, orderly, safe and secure manner following a predetermined schedule; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent.
- Department of Justice and FBI Clearance.
- Current TB test with screening every 4 years to remain up to date.

Desired Experience:

- One-year experience performing custodial or maintenance work, or its equivalent.

Knowledge and Abilities:

Knowledge of:

Basic cleaning methods; applicable health and safety regulations; proper safety, security, and sanitation practices and procedures; suitable methods of storing equipment, proper lifting techniques; cleaning materials, supplies and equipment; basic English usage; basic mathematical concepts; basic computer operations.

Ability to:

Perform moderately heavy manual activities; efficiently and effectively use cleaning materials, supplies and equipment; understand and carry out oral and written directions; be flexible, problem solve and adjust assignments on short notice; establish and maintain communication and cooperative working relationships with those contacted in the course of the workday including staff, students and parents; operate equipment safely meet schedules and timelines; read, interpret and follow rules, regulations, policies and procedures; work independently with intermittent supervision; provide positive customer service.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties.

1. Sweep, mop, strip, wax and seal floors. **E**
2. Vacuum rugs and carpets. **E**
3. Dust, wash and polish metal, furniture and woodwork. **E**
4. Empty and clean waste receptacles including trash barrels. **E**
5. Clean restrooms, locker rooms and showers. **E**
6. Wash windows, coverings, walls, chalkboards, whiteboards, sinks and fountains. **E**
7. Move and arrange furniture and equipment. **E**
8. Set up for site, district and community events as directed. **E**
9. Replace light bulbs and lighting tubes. **E**

ESSENTIAL & REPRESENTATIVE DUTIES (continued)

10. Pick up trash and debris from school grounds and adjacent areas. **E**
11. Assist in reporting, repairing and preventing facility vandalism and safety issues. **E**
12. Perform emergency cleanup resulting from breakage, vandalism, spills and illness. **E**
13. Lock/unlock gates and doors, secure buildings/grounds and set alarm systems. **E**
14. Assist in receiving, assembling and distributing supplies and equipment. **E**
15. Raise and lower flags.
16. Perform minor maintenance tasks in keeping assigned areas safe and operational.
17. Serve as substitute for daytime custodian.
18. Occasionally perform routine ground maintenance functions.
19. Checks and refills towels, toilet paper and soap dispensers. **E**
20. Promptly complete and remain compliant with mandated trainings. **E**
21. Report, respond and assist with emergency and safety issues and concerns.
22. Monitor and respond to district radio communication network.
23. Maintain consistent, punctual and regular attendance.

WORKING CONDITIONS

Employee may perform duties at various district site locations, often during evening hours; indoor and outdoor environment, and inclement weather; requiring heavy lifting, bending, carrying, pushing and pulling of objects; employee may be exposed to communicable diseases, blood borne pathogens exposure, or fumes from chemicals and other materials; subject to pests and insects; potential hazards of anti-social behavior.

PRE-EMPLOYMENT PHYSICAL EXAMINATION

This position is subject to Board Policy 4112.4, which requires persons who are offered employment in certain classified positions to submit to pre-employment physical examinations.

PHYSICAL ABILITIES

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, push, pull, reach overhead, kneel, squat, climb stairs, and climb ladders; employee must be able to carry up to 50 pounds without assistance, and over 50 pounds with assistance: physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance