

ANDES CENTRAL SCHOOL DISTRICT

**POSITION:**

**REPORTS TO:**

**SCHOOL BOARD APPROVAL DATE:**

**FLSA STATUS:**

**TERMS OF EMPLOYMENT:**

**EVALUATION:**

**SUPERVISORY RESPONSIBILITIES:**

**Custodian**

Superintendent, Building Principal

August 8, 2016

Non-Exempt

In accordance with school calendar and board policy

In accordance with approved policy

**SUMMARY:**

The goal of this position is to maintain the interiors and exteriors of each building so that full educational utilization is always possible. It is the job of the custodial staff to ensure that students and staff have a safe, attractive, comfortable, clean and efficient place to learn, play, work and develop.

**QUALIFICATION/BASIC JOB REQUIREMENTS:**

1. High School Diploma or GED.
2. Experience preferred, but not required.
3. Hold a valid driver's license and be able to show evidence of insurability.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintains a routine for cleaning and disinfecting all areas of assigned buildings, including sweeping, dusting, arranging furniture, emptying trash and pencil sharpeners, and cleaning writing areas. Washing walls, woodwork and windows, and cleaning/polishing metal surfaces is also expected. Cleaning and maintaining hard and soft surface floors, as well as wet mopping and spot cleaning hard and soft surface floors. Restrooms and locker rooms are to be cleaned, sanitized and deodorized.
2. Ensures that the buildings and grounds are free from an accumulation of rubbish/trash.
3. Ensures that all hazardous materials are properly disposed of.
4. Assists in the clearing out/or safely relocating students and staff within buildings in times of disaster.
5. Informs the administration of any potential safety problems and fixes the problems as directed by administration.
6. Ensures that proper safety precautions are taken regarding wet or slippery areas within the buildings.
7. Assists in the maintenance of lawns, landscaping, concrete and blacktop surfaces and playgrounds, including pedestrian walkways, snow, and ice removal for all exterior portions of District property, including the football and practice areas.
8. Secures buildings at all times (doors are routinely checked) and lights are off when areas are not in use.
9. Properly put up and take down all flags each day.
10. Pleasant and courteous to all co-workers, employees, students, and community members.
11. Works a revised schedule and substitutes for other custodial staff when necessary.
12. Shares responsibility for extra activity with other custodial staff.

13. Performs other duties and functions as requested by the administration and staff.

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

The noise level in the work environment is usually moderate to loud. Duties are performed indoors and occasionally outdoors. The employee must be able to work effectively with a myriad of teachers, administrators, parents, and various outside groups.

Occasionally custodians are subjected to mechanical and electrical hazards, extreme temperatures and humidity. Atmospheric conditions occasionally include fumes and dust. Caution is necessary to avoid harm from misuse of chemicals.

***PHYSICAL DEMANDS: The physical demands described 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 the essential functions.***

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, climb to high and difficult places and work in those places, balance, and stoop, kneel, crouch and crawl. The employee must occasionally push or lift up to 75 pounds such as boxes and carts. This position requires repetitive motion with wrists, hands and fingers. The employee is directly responsible for the safety, well being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

The information contained in this job description is for compliance with the American with Disabilities act (A.D.A.) and is not an exhaustive list of the duties performed for this position.