

Position Title: Custodian

Department: Building and Grounds

Reports To: Head Custodian

SUMMARY: Cleans and services campus building areas. Performs a variety of custodial duties to maintain the campus in a sanitary, orderly, and attractive condition. Requires the use of mops, buckets, wringers, carts, vacuums, buffers, ladders, dusters, rags, cleaning chemicals, and other items necessary to accomplish the cleaning assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Requires the ability and willingness to perform a variety of custodial functions under specific instructions with some need for individual judgment in working out problems. The employee must be able to follow established procedures and schedules for cleaning.
- Perform maintenance on equipment within the capabilities of the custodial staff which shall include but not limited to inspecting fire extinguishers, emergency lights and exit signs; oiling of motors; repair of toilets, urinals, chairs, desks, doors; replacing of light bulbs; cleaning of vents and ceiling tiles, ect.
- Provide custodial services to offices, labs, classrooms, gyms, public areas, service areas, restrooms, utility rooms, hallways, stairwells, storerooms, and other areas as necessary.
- Will be required to clean walls, floors, ceilings, windows, toilets, urinals, tubs, showers, sinks, beds, elevators, furniture, trash cans, doors, vents, pictures, baseboards, light fixtures, water fountains, televisions, bookcases, tables, desks, cabinets, drapes, telephones, custodial equipment or other items as necessary.
- Will be required to dust mop, damp mop, wet mop, high dust, buff floors, vacuum, collect trash, spot clean or replenish supplies, in order to accomplish the cleaning responsibilities inherent with this position.
- May be required to shampoo carpets, strip and refinish floors.
- May be required to move furniture, equipment, arrange rooms, or set-up rooms for meetings.
- May be assigned to snow removal.
- Must become familiar with campus and departmental safety, security and Material Safety Data Sheets (MSDS).
- Must become familiar with and demonstrate an understanding of departmental, district, and Board of Education Policies.

SUPERVISORY RESPONSIBILITIES: None

SPECIAL REQUIREMENTS: Must pass CPR and Defibrillator training provided by the school. The employee should be conscientious, dependable, and prompt, be in good health, able to lift a minimum of 50 lbs and have good personal hygiene. Standing, bending, squatting, reaching, stooping, pulling, and pushing will be required. Cleaning of blood, human waste and other offensive items and odors are occasionally required.

EDUCATION and/or EXPERIENCE: Minimal education is required. Must have ability to follow oral, visual and written instructions. One year experience preferred. Institutional experience is desirable.

EVALUATION: Performance of this job will be evaluated in accordance with the Board of Education Policy.

