



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION:

Under the direction of the Lead Custodian maintains the building to ensure as its safe, clean and operational.

Job Title:	Custodian	Revised Date:	11-13-17
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Job Description: Maintains build to ensure safe and comfortable environment for both students and staff.

- Note: Duties may vary some by building.
- Empty garbage, vacuums, sweeps and/or cleans classrooms, hallways, cafeteria and entryways.
 - Checks, hot water heaters, gauge, thermostats, heating systems, cleaning equipment and perform general maintenance.
 - Cleans and disinfects bathroom fixtures, cleans mirrors and walls, fill towel and tissue dispensers.
 - Sets up equipment, chairs and tables for special events. Cleans up after event and secures the building.
 - If proper Boiler License – helps maintain Boiler to ensure proper operation including checking water gauges and pumps, adding oil to circulating pumps, and turning off pumps that are not operating properly.
 - Secures building at night, locking doors and windows. Opens and closes building for special events.
 - Strips, waxes and reseals all tile floors.
 - Shampoos Carpets as needed.
 - Report any problems, maintenance or any other problems to Lead Custodian.
 - Assists with grounds maintenance (i.e. mowing, raking trimming, snow removal, applying salt on sidewalks etc.)
 - Complete duties assigned by administration which may include the following; painting walls, changing light bulbs, repair lockers, minor plumbing and electrical.
 - Reports any supply needs to Lead Custodian.
 - Other duties as assigned

Job Location:	Howard Lake, Waverly or Winsted	Company Industry:	Public School
Job Role:	Custodial	Employment Status:	Full-time
Employment Type:	Employee	Manages Others:	No
Band-Grade-Sub Grade:	A-1-2		
State Job Match Points:	125		

Qualifications:

- * Valid Minnesota Driver’s License
- * Strong interpersonal skills.
- * Ability to multi-task in fast-paced dynamic environment.
- * Strong mechanical skills
- * Ability to climb ladders, lift and carry 50 pounds periodically

Career Level:	Entry Level	Years of Experience:	[1-3 years]
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Degree: High school or Equivalent, Valid Driver’s License, Boiler’s License (preferred)

Local #284 Custodial

Approved By: Pam Peterson, Rod Bell, Julie Hemmesch, Mark Nelson	Date Approved: 11-15-13
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