

TITLE: Custodian

DESIRED

QUALIFICATIONS:

1. High School graduate.
2. Demonstrated knowledge of building cleaning skills.
2. Demonstrated positive customer service skills.
3. At least one (1) year of experience in a school custodial position and or equivalent custodial experience.
4. Experienced in basic P.C. operation relating to email, internet and work order systems.

REPORTS TO: Designated Facility Supervisor

JOB GOAL: The custodian performs general and event cleaning on both interior and exterior building and grounds to ensure a well-maintained, safe, and secure educational environment.

Working Conditions:

All employees subject to hazards are equipped and trained per OSHA standards.

Subject to work with biohazard waste.

Subject to temperature changes while performing assigned duties.

May be required to work in extreme hot and cold temperatures.

Subject to the hazards, dust and odors from sanding and painting procedures.

Subject to the hazards, vapors and odors from various cleaning chemicals.

May be subject to work in the vicinity of chronic hazardous materials i.e., asbestos.

May be subject to work with hazardous chemicals.

Subject to work in confined spaces.

Subject to work from elevated work surfaces.

Physical Demands:

All employees subject to physical demands are equipped and trained per OSHA standards.

Be able to lift 50 pounds using proper lifting techniques.

Be able to lift 100 pounds, with assistance, using proper lifting techniques or equipment.

Able to sit or stand for extended periods of time.

Be able to bend body and arms in all directions to lift and move objects and to perform custodial duties.

Be able to ascend and descend a ladder while performing custodial duties.

Bend body at waist downward and forward to perform custodial duties.

Bend both legs and knees to kneel or place knees on concrete, vinyl, tile, and carpet surfaces.

Extend hands and arms in all directions to perform custodial duties.

Use upper and lower extremities to perform custodial duties, and upper extremities to handle custodial equipment, shovel snow and push and open doors.

Use hands to select appropriate keys, insert into locks, turn doorknobs, and open doors.

Answer, communicate and dial the telephone and use 2-way radio in clear, precise voice.

Personally respond quickly to emergency situations in all areas of the building, assess each situation and take appropriate action.

Have the physical ability to wear personal protective equipment (PPE) as needed.

Perform work in high areas, such as, hoists and ladders.

PERFORMANCE RESPONSIBILITIES:

1. Dusts, vacuums, empties trash and recycling, sweeps, mops, scrubs and/or cleans classrooms, offices, restrooms, hallways, entries, doors, windows, gyms and cafeterias, and stocks necessary supplies, etc...
2. Maintains cleanliness of chairs, desks, lockers, trash cans, carpets, hard floors and equipment as part of a custodial routine or by special request.
3. Sets up equipment (i.e.: chairs, bleachers) for community education classes, sporting events, concerts, meetings or other special events (indoors and outdoors). Checks building calendar, work orders and/or checks directly with supervisor to determine what equipment and service level is needed. Takes down equipment, coordinates cleaning of spaces used and locks up after event.
4. Secures building at night, setting alarms and locking doors and windows. Opens and closes building for special events.
5. Communicates the need for routine repairs to his/her supervisor.
6. Collaborates with other personnel in unloading freight trucks of food, paper and supplies.
7. Maintains proficiency level in all required District, Health and Safety, and custodial trainings.
8. Employee is responsible to be knowledgeable about all District policy.
9. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.