

# Red Wing Public Schools Position Description

## Custodian

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### General Information

Department:	Buildings and Grounds
Unit:	Custodial / Engineer / Maintenance Personnel
Immediate Supervisor:	Director of Buildings and Grounds
Grade Placement:	5
FLSA Status:	Non-Exempt

### Position Summary

The Custodian is responsible for performing general cleaning within assigned areas, hallways, restrooms, gyms, locker rooms, cafeterias, and school areas in accordance with cleaning schedules and work assignments in providing a safe, clean learning environment for students, staff, and faculty. The Custodian may assist in the set up and tear downs in preparation for building events, evening activities or classes within the building.

### Essential Duties and Responsibilities

1.	<p>Sanitizes and cleans restrooms in accordance with assignments and cleaning schedules.</p> <ul style="list-style-type: none"><li>a) Scrubs and sanitizes sinks, countertops, door handles, faucets, toilet flush handles, soap, and paper dispenser handles.</li><li>b) Cleans, polishes and rinses chrome fixtures.</li><li>c) Cleans and sanitizes toilet stools and urinals and makes sure they are operating properly.</li><li>d) Cleans mirrors and window ledges.</li><li>e) Scrubs and sanitizes restroom floors.</li><li>f) Refills paper goods, soap dispensers and sprays deodorizers.</li></ul>
2.	<p>Provides cleaning services for classrooms, offices, cafeteria, kitchens, hallways, locker rooms, gymnasium, and all areas required in school building.</p> <ul style="list-style-type: none"><li>a) Sweeps, vacuums or mops floors and hallways daily.</li><li>b) Cleans hallways, entryways, restrooms, locker rooms, bleachers, fountains, classrooms or cafeteria.</li><li>c) Dust mops or wet mops rooms and floors and classrooms, as necessary.</li><li>d) Empties waste baskets and recycle baskets.</li><li>e) Scrubs soap and towel dispensers, countertops and walls.</li><li>f) Sanitizes countertops, sink, chairs, and desks.</li><li>g) Cleans glass windows on doors.</li><li>h) Cleans gymnasium(s).</li><li>i) Vacuums carpets and entry mats.</li><li>j) Cleans and disinfects spills and stains as required.</li><li>k) Strips, mops, waxes, buffs and cleans floors.</li><li>l) Removes rubbish from building and grounds.</li></ul>

3.	Secures and/or opens building. Shuts off lights, closes windows, locks doors, makes sure the building is secure, as assigned.
4.	Assists with the set up and take down of equipment and materials needed for scheduling building activities, meetings, events or functions within the building. Provides assistance in unloading deliveries and/or food items to the building and in moving desks, furniture, and equipment within the building, as needed.
5.	Performs general and basic maintenance activities (e.g. repairs desks, chairs, replaces lights, chair glides, etc.).
6.	Identifies and reports problems and suggested improvements to management or building head.
7.	Assists in with grounds care of assigned building. Removes snow and ice from walkways and entry ways, as appropriate.
8.	May participates in extensive summer cleaning schedules, routines and projects in building preparations for the new year, such as, but not limited to: <ul style="list-style-type: none"> <li>a) Removes furniture from all classrooms; cleans sinks; washes walls and windows; strips and seals waxes floors.</li> <li>b) Shampoos all carpets.</li> <li>c) Paints lockers and classrooms.</li> </ul>
9.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

### **Non-Essential Duties and Responsibilities**

Incumbents may or may not perform these duties depending upon qualifications, licenses, and delegated assignments. Licenses required to perform some of these duties are preferred but not required of all custodians in this classification.

1.	May serve as a Night Lead (e.g. Shift Captain) and coordinate and monitor the activities and priorities of co-workers engaged in custodial duties, as delegated. (This is an additional stipend and assignment under contract agreement and applies to HS and MS only).
2.	Replaces electrical outlets, switches, light ballasts, and light sensors and/or repairs electrical equipment under the direction and oversight of the master electrician and if custodian has appropriate license.
3.	Assists the Building Head in the monitoring of boiler systems and HVAC equipment, if incumbent has applicable licenses.
4.	Performs other duties of a comparable level or type, as assigned by the Director of Building & Grounds.

## **Required Education, Training, and Work Experience**

Required Education / Training: High school diploma or GED

Degree Information: Not applicable

Major Field of Study or Degree Emphasis: Not applicable

Required Work Experience: None

Licenses / Certifications Required:

- Valid driver's license in Minnesota.
- Other certifications or licenses may be required after hire depending upon building needs and District assignments.
- No required licenses or certifications are required upon entry into the job. District prefers incumbents have or obtain a Special Class Boiler License and obtain a Registered Unlicensed Electrician license.

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Use and operation of all equipment required in the performance of the job.
- Safety precautions and risk management procedures and proper lifting mechanics.
- Application, use and proper storage of all chemicals used in performance of the job.
- Cleaning techniques and materials.
- Floor and carpet care.
- Basic computer skills to monitor building equipment, access email, etc.

## **Essential Skills Required to Perform the Work**

- Following assigned cleaning schedules and assignments in accordance with department standards and requirements.
- Reading, understanding, and following safety procedures and written instructions.
- Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.
- Caring for and performing general ground and lawn care services.
- Using tools, chemicals and cleaning equipment.
- Applying and following safety and environmental procedures and rules.
- Ability to cooperate with co-workers, staff and supervisory personnel in a team environment.
- Performing basic and general building maintenance repairs and ground care functions and activities.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Medium Heavy Work: Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job. Team lifting up to 100 lbs.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand			X	
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms				X
Climb or balance			X	
Stoop, kneel, crouch or crawl			X	
Talk or hear			X	
Taste or smell		X		
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Electrical shocks and potential injury from moving parts/mechanical systems.

The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures in the use and operation and use of equipment. Duties involve performing assignments in varied weather conditions indoors and outdoors.

## Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

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