

Position Title: Custodian  
Department: Custodial/Buildings and Grounds  
Reports To: Director of Buildings and Grounds  
Approved By: Board of Education

I. Summary: To provide students and staff with a clean, safe, attractive, comfortable and efficient environment in which to learn, work, play and develop.

II. Essential Duties and Responsibilities:

- A. Assume responsibility for making sure all assigned interior and exterior areas of a building are safe, orderly, clean and sanitary.
- B. Pick up trash and debris inside and on the exterior of the building.
- C. Ensure that the flag of the United States is flown each day and taken to half-mast when directed, and the flag replaced when tattered.
- D. Ensure that the air handling and mechanical equipment is operational and notify the Building and Grounds Supervisor and or complete a work order as appropriate.
- E. As assigned, clean and dust the building when directed.
- F. Exercise special care in cleaning and sanitizing specific areas such as toilets, drinking fountains, and locker rooms.
- G. Set-up, clean-up and secure meeting rooms and areas used by the public.
- H. When required arrange seating, set up the sound system and lighting and spots equipment.
- I. Shovel snow off of sidewalks, playgrounds and steps making sure that ice and slippery areas are safe.
- J. Receive and inspect supplies and store them in designated areas.
- K. Move equipment, mats etc. to other buildings as necessary.
- L. Make sure all areas of the building and grounds are free of safety hazards.
- M. Follow all safety procedures and use proper safety equipment in the performance of all duties.
- N. Follow your individual job duties and assignment.
- O. Use proper safety equipment and lifting belts when appropriate.
- P. Be knowledgeable and follow all district policies.
- Q. As a representative of the school district, cooperate with the public and school employees in a courteous and professional manner.
- R. Shall perform all other duties as the superintendent or Board may determine.

III. Supervisory Responsibilities:

None

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience:

High school diploma.

B. Certificates, Licenses, Registrations:

CPR, AED, First Aid.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

D. Mathematical Skills:

Ability to read charts, graphs and compute sums.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.

F. Technology Skills:

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.

G. Other Skills and Abilities

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands:

1. The physical demands described here 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.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.

I. Work Environment:

1. 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.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.

Date: April 10, 1981  
REVISED: June 1988  
January 9, 1996  
March 22, 2010