Job Title: Custodian

Wage/Hour Status: Non-Exempt

Reports to: Custodial Supervisor

Pay Grade: AUX 2

Length of Assignment: 250 days

Date Revised: February 2021

Primary Purpose:

Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Education/Certification:
None specified

Special Knowledge/Skills:
Ability to read and understand instructions for cleaning, maintenance, and safety procedures
Knowledge of minor repair techniques and building and grounds maintenance
Ability to operate cleaning equipment and lift heavy equipment
Ability to properly handle cleaning supplies

Experience:
None specified

Major Responsibilities and Duties

Cleaning:

1. Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.

2. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.

3. Comply with local laws and procedures for storage and disposal of trash.

4. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.

Maintenance and Repair:

5. Assist with lunchroom set up, including arranging tables and chairs.

6. Perform preventive maintenance to ensure the comfort, health, and safety of students and staff.

7. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.

8. Make minor building repairs as needed and report major repair needs to principal.

9. Move furniture or equipment within building as directed by principal.

10. Assist in setting up facilities for special events.

Safety:

11. Assist with opening and closing building each school day.

12. Follow established procedures for locking, checking, and safeguarding facilities.

13. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.

14. Inspect machines and equipment for safety and efficiency.

15. Operate tools and equipment according to established safety procedures.

16. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

17. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, lawn mower, edger, and weed eater.

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting.

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching and overhead reaching.

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis.

Environment: Work outside and inside, on slipper or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures dust, toxic chemicals and materials; regularly work irregular hours; occasional prolonged hours.

Mental Demands: Maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____