## Job Title: Custodian

Reports to: Lead Custodian and Facilities Manager
Classification: Non-Exempt
Status: Part Time or Full Time
Created/Revised: October, 2018

## Job Purpose

The Custodian is responsible for cleaning and maintaining all interior and exterior school property and serves as a representative of the District to the community, students, parents, and the general public while activities are occurring within the building.

## Essential Functions and Responsibilities

The duties and responsibilities described below are considered the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Clean and maintain all floor, window and door surfaces to include wiping, dusting, mopping, vacuuming, shampooing, stripping and refinishing etc.
- Empty and clean all waste containers in accordance with recycling plans directed in the building.
- Clean, disinfect and maintain classroom surfaces, bathroom facilities, water fountains and locker room facilities to include restocking of supplies as directed.
- Clean and disinfect cafeteria and kitchen floors and surfaces including cafeteria set up.
- Secure building access points, check gas fixtures in labs, follow energy conservation measures, lock building entrances and initiate the building security system.
- Unload, transport and move deliveries, supplies, furniture and equipment throughout building.
- Perform interior and exterior building activity and athletic set-ups, teardowns and preparations as directed.
- Follow safety procedures as required by the building, District policies and procedures and federal and state laws.
- All other duties as assigned.

## Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required at the time of hire, or for the continuation of employment.

Skills and abilities:

- Ability to work effectively, collaboratively and positively with co-workers, District staff, students, public and administration.

- Ability to plan, gather, and organize materials to be used for the tasks assigned.
- Ability to carry out work with little or no direction.
- Ability to use good judgement and solve problems sometimes in emergencies or within tight deadlines.
- Ability to follow direction, learn and follow all safety standards and procedures.
- Ability to follow all rules governing conduct in the workplace.

Language skills:

- Ability to read and comprehend simple instructions, chemical labels, short correspondence, and memos.
- Ability to effectively present information via verbal or written form in one-on-one and small group situations.
- Ability to act as a representative of the District and deal politely and tactfully with the public, community groups, students, parents and other employees.

Mathematical skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratios and percents.

Reasoning ability:

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving some standardized situations.

## Working Conditions

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee frequently works in high, precarious places and in outside weather conditions. The employee is occasionally exposed to wet, cold, and extreme heat.

## Physical Requirements

The physical and work environment described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to frequently stand, walk, twist, bend, sit, talk or hear. The employee may frequently use hands to finger, handle or feel objects or controls. The employee may regularly stoop, kneel, crouch or crawl. The employee may regularly reach with hands and arms. The employee may frequently lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 50 pounds.

## Education and experience

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

initial _____ date _____

## Licenses and Certifications

- Valid Wisconsin driver's license required.

## EEO Statement

The School District of Elmbrook does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

## Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the School District of Elmbrook reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

initial date