TITLE: Custodian

QUALIFICATIONS:

- General knowledge is equivalent to high school education with reading and writing skills.
- Must be at least 21 years of age.
- Six months to one year of experience in custodial activities is preferred.
- Ability to perform duties under general supervision requiring some initiative in the carrying out of assignments.
- Ability to work cooperatively with the principal and teachers.
- Ability to perform repetitive tasks according to basic established procedures.

JOB GOAL:

Custodians are responsible for keeping buildings clean and in an orderly condition; unlocking the building and preparing it for school to begin; locking the building in the evening; cleaning building interior, including bathrooms, classrooms, hallways, dining areas, and others; cleaning building exterior and campus grounds; assisting teachers by hanging classroom materials, moving furniture, and other; performing minor repair work; maintaining bathroom supplies; emptying trash containers from classrooms and kitchens, and preparing the school building during the summer for occupancy in the fall. Also responsible for performing heavy cleaning duties, such as washing walls and windows, bathrooms, cleaning floors, and performing routine maintenance activities. Custodians must also be aware of and notify the supervisor or building principal of any and all needed repairs.

ESSENTIAL FUNCTIONS or DUTIES:

- Unlocks the school buildings before students arrive; inspects buildings for problems or repairs that need to be corrected; notifies principal and maintenance of major problems.
- Locks the school buildings in the evening; checks all doors and windows to see that they are secure.

- Cleans building interior as scheduled or assigned during the school year by sweeping, scrubbing, dry mopping, wet mopping bathrooms, classrooms, hallways, locker rooms, cafeterias, gymnasiums, and auditoriums, theaters, libraries, or all other areas of the building.
- Cleans the building's exterior and grounds cleans windows, and walks, and cleans litter from the grounds.
- Maintains campus grounds by mowing lawns and trimming grass, shrubbery, and trees.
- Assists teachers as requested by moving furniture or equipment, lifting boxes, or hanging classroom materials such as bulletin boards, maps, or pencil sharpeners.
- Performs minor repair work such as replacing ceiling tile, replacing light bulbs, rehanging bathroom sinks, touch-up painting, repairing the furniture, unclogging commodes, sinks, or drains, and any other minor repairs as directed by the principal.
- Maintains and requisitions all cleaning supplies and equipment.
- Prepares building during the summer for occupancy in the fall by stripping, cleaning, and waxing floors, shampooing carpets, washing windows, and cleaning blinds, desks, chairs, and lockers.
- Empties trash containers daily.
- Assists in the cafeteria at breakfast and/or lunch by cleaning spills, sweeping, mopping, or vacuuming the eating area, and by cleaning tables and chairs.
- Prepares areas such as auditorium, gymnasium, theater, or library for special events by cleaning areas or arranging furniture; and cleans areas after such events.
- On-site attendance is an essential requirement for this job.
- Perform other duties as assigned

PHYSICAL DEMANDS:

This job may require lifting objects that exceed 20 pounds, with frequent lifting and/or carrying objects weighing up to 10 pounds or more at times.
Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

CAPACITY AND ABILITY REQUIREMENTS:

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal*: Ability to understand the meanings of words and the ideas associated with them, and to use them effectively.
- *Numerical*: Ability to perform arithmetic operations quickly and accurately.
- *Manual dexterity*: Ability to move the hands and fingers easily.

REPORTS TO: Principal
FLSA: Non-Exempt
TERM: 261 Days
SALARY: H-1

GENERAL REQUIREMENTS
The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.