



Position Title: **Custodian I**

Department: Maintenance

Reports To: Maintenance & Facilities Manager

**SUMMARY:** Keeps the district's school buildings in such a state of operating excellence that they present no problems or interruptions to the educational program. Under supervision, performs routine cleaning and other related tasks to maintain a safe, clean and healthy environment for students, teachers and visitors in either the elementary, junior or senior high school. To assist teachers and students in the physical care and upkeep of the building and grounds. Positions in this classification are members of the school custodial staff. Duties of positions in this classification are performed under supervision of building administration, although routine duties may be performed independently. This position is an entry level position into the custodial field.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Works from a prepared work schedule on assigned tasks: sweeps, waxes, polishes, vacuums rugs, cleans walls, surfaces and floors and carpets, empties heavy containers with assistance, moves and arranges chairs, desks and tables, sets up and stores bleachers, and performs routine housekeeping duties
2. Assists in maintaining seasonal grounds work (snow, lawn)
3. Cleans and maintains designated spaces, equipment, etc. and areas of responsibility in the building as indicated on an organized schedule
4. Restocks disposable items
5. Assists visiting public utilizing the facilities with directions within building and in obtaining and setting up needed equipment
6. Maintains building and grounds security in the building each work day and during the summer
7. Communicates and works cooperatively with other members of the staff (classified and licensed)
8. Uses tools and equipment properly
9. Comprehends and follows oral and written instructions
10. Performs moderately heavy tasks
11. Performs all job related tasks with a minimum of supervision, and performs related duties as required
12. Presents a positive attitude by appearance, personal neatness, personal habits, and punctuality
13. Makes minor maintenance repairs to furniture and other building fixtures
14. Reports safety, sanitary, fire hazards and needed maintenance repairs to Custodian II personnel and/or building administrator

15. May perform routine grounds keeping duties and such other duties as may be assigned within the usual scope of this employment: set alarm, bus gates and raise and lower flags
16. May be asked to assist Custodian II and/or custodian supervisor with organizing and communicating daily duties and work plans outside typical work days
17. Corresponds with district staff and stakeholders via email
18. May be asked to translate, if applicable
19. Maintain regular on-time attendance

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Knowledge of modern cleaning methods and the use and care of cleaning materials and equipment.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED). Some experience in custodial work desirable.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use cleaning materials and equipment with skill and efficiency, perform heavy physical labor with assistance. Understand and carry out oral and written instructions. Maintain cooperative relationships with fellow employees and the general public.

**OTHER SKILLS and ABILITIES:** Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:** 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.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and finger to handle or feel objects, tools, or controls, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. In an eight-hour day, the employee may drive 1-4 hours a day, and may stand or walk 6-8 hours a day.

Performs moderately heavy tasks. The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 lbs with assistance such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** 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.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*I have read and understand this job description.*

---

Signature

---

Date