

## POSITION DESCRIPTION

<b>TITLE:</b>	Custodian - Evening	<b>SUPERVISOR:</b>	Building and Grounds Director
<b>DEPARTMENT:</b>	Building and Grounds	<b>CLASSIFICATION:</b>	Support Staff

### I. Accountability Objectives:

The Custodian is responsible for daily cleaning and maintenance of School District Facilities and is employed through the Buildings and Grounds Department. The Custodian works on designated shift, receives verbal or written instructions, and performs general duties in the maintenance and upkeep of school buildings and grounds. Workload for individual position and minimum standards of cleaning are established. Work is subject to inspection during progress and upon completion. Summer work is subject to assignment and changes as needs of school district demand. Custodian may be assigned to more than one building and receives building assignments and directions directly from Building and Grounds Director. The Custodian demonstrates professional behavior, promoting positive relationships with students, staff, public, and peers.

### II. Position Characteristics:

Salary: Per Employee Handbook Wage Schedule

Length of Contract: 260 Days

Work Day: 8 Hours

### III. Position Relationships:

Reports to: Director of Building and Grounds

Coordinates with: Director of building and grounds, building principal, building staff

### IV. Position Qualifications:

#### A. Required Qualifications:

1. High School diploma or GED equivalent.
2. Entry-level knowledge of cleaning methods.
3. General maintenance skills.

#### B. Desired Qualifications:

1. Demonstrate computer skills
2. Any craft skills
3. Ability to work at heights, man-lift certification

#### C. Special Requirements:

1. Ability to interact constructively with public and staff at all levels.
2. Ability to administer and receive constructive criticism.
3. Ability to work independently without direct supervision.
4. Knowledgeable in public swimming pool operations.

#### D. Environmental/Physical Requirements

1. Requires standing and walking on hard surfaces.
2. Requires occasional work in presence of mechanical background and equipment noise.
3. Requires routine lifting of up to 75 pounds.
4. Requires working from ladders, lifts, and elevated platforms.
5. Requires adapting to rapid changes in temperatures.

**V. Position Responsibilities:**

- A. Follow list of duties created by supervisor and other experienced workers.
- B. Make all necessary repairs to classrooms, buildings, playgrounds and other facilities to assure safety for students.
- C. Willing to work and perform duties in various building and areas of the district, as requested by supervisor.
- D. Assist other workers and follow directions in recycling, hazardous waste procedures, and safe school procedures.
- E. Keep halls and all walkways clear of foreign objects.
- F. Recognize unsafe and hazardous items and report to supervisor immediately.
- G. Transporting of school supplies, mail and lunch from school to school.
- H. Keep designated area clean and orderly.
- I. Setup for scheduled events, activities, games, etc.
- J. Fill in or replace duties of fellow works when needed.
- K. Responsible for the use of chemicals and equipment and their safety. (To read all labels and directions – report to supervisor any misunderstanding.)
- L. Keep ice, snow and debris from sidewalk and entries.
- M. Performs other related work as the individual job requires.