

541.5 CUSTODIAN JOB DESCRIPTION

Custodians are responsible for the repair, maintenance, cleanliness, and safety of all District facilities and grounds. Their mission is to maintain the schools physical facilities in a condition of cleanliness and safety.

QUALIFICATIONS:

High School Diploma or general education degree (GED)

REPORTS TO:

Head Custodian or District Administrator

ESSENTIAL DUTIES:

- Perform all activities that are custodial in nature and deemed appropriate by Head Custodian or Administration
- Keep buildings and grounds neat and clean at all times
- Clean and maintain all assigned workspaces and equipment
- Assist in building and grounds security by locking all doors and gates after use and at end of work day
- Assist in maintaining seasonal grounds work (snow, lawn work)
- Perform routine maintenance and repairs of buildings, equipment, and grounds
- Understand and follow safety procedures as provided by the District
- Perform other duties as assigned

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers 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 about the head and reach forward. The employee continuously uses hand strength to grasp tools and climb 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.

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 100 pounds 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.

HUMAN RELATIONS SKILLS:

- Maintain a positive attitude and style that contributes to the overall public relations of the District

- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parents/guardians often present
- Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.)
- Able to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedures exist

Legal Ref: Americans with Disabilities Act of 1990
Cross Ref: Policy 511 (Equal Opportunity Employer)

Adopted: October 27, 2010
Revised: September 28, 2016