

**Title:** CUSTODIAN

**Qualifications:** High school diploma or equivalent  
Sufficient strength and physical dexterity to perform the duties and responsibilities of the position  
Ability to operate custodial maintenance equipment  
Ability to perform job function within a diverse population of students, staff, faculty and public  
Demonstrate knowledge, skills and abilities as it pertains to custodial maintenance and floor care operations  
Ability to maintain a positive and cooperative working relationship with all members of the maintenance Department and other school personnel  
Ability to follow through and complete cleaning assignment fully  
Demonstrate ethical behavior and confidentiality of information

**Reports to:** Head Custodian/Maintenance Supervisor

**Job Goal:** To provide for safe, clean, comfortable, attractive, and functional facilities for student, staff and the community at large

**Type of Position:** 260 days **Wage:** Letter of Assurance (non exempt)

**Hours per week:** 40

**Responsibilities:**

- Maintain assigned work areas in a clean, neat, orderly, and hygienic and sanitized state
- Maintain cleanliness through daily washing, scrubbing, and scouring, cleaning, dusting, vacuuming, mopping, and polishing
- Employ established training methods and procedures in the performance of job duties
- Assist in the movement and set up of furniture, equipment, and fixtures
- Perform hands on minor building and equipment repairs and adjustments as he/she is capable
- Routinely replaces light bulbs and tubes as necessary
- May be assigned to other district buildings as necessary or required to maintain essential service for building operations and the mission of the school district
- Maintain custodial supply closet in a clean and orderly manner. Routinely requisitions cleaning, floor care and paper and plastic supplies through the Head Custodian/Maintenance Supervisor
- Maintain a log of materials and supplies requisitioned and consumed
- Attend and successfully completes and utilizes in service training session's workshops and Programs as required by the Department or Administration
- May be required to perform routine grounds maintenance at the school site, of the building, which has been authorized, and his attendance is required by the principal
- May be required to work overtime during emergencies or assigned to work at schedule activities of the school
- Routinely advises the Head Custodian/Maintenance Supervisor of needed repairs and or deficiencies in the building or on the school grounds
- Responsible for opening and or closing and securing the building
- Other duties as assigned by the Head Custodian/Maintenance Supervisor

**EVALUATION: Performance of this job will be on a yearly basis by supervisor**

**PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):**

**PRIMARY PHYSICAL REQUIREMENTS**

Lift up to 10 lbs: Frequently required  
Lift up to 25 lbs: Frequently required  
Lift 26 to 50 lbs: Frequently required  
Lift over 50 lbs: occasionally required

CARRY up to 10 lbs: Frequently required  
CARRY 11 to 25 lbs: Frequently required  
CARRY 26 to 50 lbs: Frequently required

**OTHER PHYSICAL CONSIDERATIONS**

Twisting: Occasionally  
Bending: Occasionally  
Crawling: Occasionally  
Squatting: Occasionally  
Kneeling: Occasionally  
Crouching: Occasionally  
Climbing: Occasionally  
Balancing: Occasionally

**WORK SURFACES:** (describe)

REACH above shoulder height: Occasionally  
REACH at shoulder height: Frequently required  
REACH below shoulder height: Frequently required

tile floors  
Carpet

PUSH/PULL: Occasionally

**HAND MANIPULATION DURING AN EIGHT HOUR DAY,  
EMPLOYEE IS REQUIRED TO:**

**HAND MANIPULATION**

Consecutive hours      Total Hours  
Sit: 1                      1  
Stand: 6                    6  
Walk: 1                    1

Grasping: Occasionally  
Handing: Frequently required  
Torqueing: Occasionally  
Fingering: Frequently required

**Environment: Inside: 98%      Outside: 2%**

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking:                      Necessary for communicating with others.  
Hearing:                      Necessary for receiving information and instructions.  
Sight:                            Necessary to do job effectively and correctly.  
Tasting & Smelling:        Smelling required to detect noxious fumes and odors.

**SUMMARY OF OCCUPATIONAL EXPOSURES:**

Bacterial and viral infections carried by children  
Cleaning products  
Chemicals

I have reviewed this job description and am in acceptance of its parameters.

\_\_\_\_\_  
Employee

Date \_\_\_\_\_

\_\_\_\_\_  
Human Resources HSD

Date \_\_\_\_\_