

	Job Code:	
	Position:	Custodian
	Salary:	
	Reports To:	Supervisor
	Department:	
	Location:	
	FLSA:	Non-Exempt
	Board Approval Date:	
	Posting Date:	
	Closing Date:	Until Filled

Summary:

Perform various cleaning duties in assigned area of district buildings or schools in accordance with county health department standards established by site administrators.

Minimum Requirements:

Knowledge (position requirements at entry)

- ✓ Basic cleaning techniques;
- ✓ Chemical and chemical mixtures;
- ✓ Safety and security procedures;
- ✓ Basic mathematics.

Skills (position requirements at entry)

- ✓ Cleaning offices, restrooms, hallways, and other facilities;
- ✓ Proper handling of chemicals;
- ✓ Using custodial equipment such as vacuums and buffers;
- ✓ Setting up classrooms, gyms, and other area for special events;
- ✓ Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry)

- ✓ High School Diploma or G.E.D.;
- ✓ Six months of cleaning experience;
- ✓ Or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry)

- ✓ None required

Essential Functions:

- Sweep, mop, vacuum, buff, wax, polish floors and vacuum carpet; empty trash.
- Ensure heating and cooling systems are turned on/off. Check gauges to ensure system is operating within established limits.
- Ensure school buildings and secured areas are open at beginning of school day and secured at night.

- Clean, sanitize, and disinfect restrooms, locker rooms, showers and drinking fountains.
- Dust and clean furniture, blinds, windows, and equipment.
- Checks supply levels. Submit request for additional supplies to supervisor for approval.
- Practice school pride guidelines regarding minor repairs, refurbishing, and relocations of school equipment.
- Adhere to schedule of maintenance activities as prescribed daily, weekly, monthly, semi-annually, and annually.

Marginal Functions:

- Perform maintenance to include such items as; fixing pencil sharpeners, adjusting desks, replacing light bulbs, cooling filters, adjusting doors, etc.
- Move furniture, equipment, or fixtures as requested.
- Sweep outdoor walkways. Inspect grounds for safety hazards and reports findings to supervisor.
- Ensure school crossing signs are out at start of school day and removed at end of school day.
- Maintain records of work orders and equipment out for repair.
- Assist in the annual inventory of all equipment in the school.
- Change combinations on lockers and maintain log of combinations.
- Assign and maintain a log of overtime.
- Set up for special events, meetings, games, or plays.
- Ensures area is clean and restores to original set-up.

Physical Requirements:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts and chemicals.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- The noise level in the work environment is usually moderate.