

Job Title: CUSTODIAN

Job Summary:

The custodian cleans and maintains the school building and grounds, sets up equipment for special events, and assists school personnel with work requests.

Essential functions of the job may include but are not limited to the following:

- Cleans assigned areas of the building. Assists with general cleanup of the school. Does emergency cleaning as needed (e.g. blood, vomit, burst water pipes). Inspects, maintains, and may make minor repairs on the heating and cooling systems, boilers, and electrical, mechanical, and sound equipment.
- Changes air filters as needed.
- Maintains and may repair custodial equipment (including equipment for grounds upkeep).
- Maintains and may repair school fixtures and furniture. Assembles furniture.
- Assists students by opening or repairing lockers, changing locker combinations, opening doors, letting down baskets and bleachers, etc.
- Cares for the grounds, including watering, fertilizing, mowing, and trimming the lawns, picking up trash, and removing ice and snow when necessary. Drives snowplows, lawn mowers, tractors and occasionally a forklift.
- Sets up equipment for special school events or programs and cleans up afterwards.
- Works with the public on community functions held at the school--setting up equipment, assisting with crowd control, cleanup, etc.
- Assists with cafeteria cleanup and waste disposal. Cleans up spills.
- Assists in maintaining security of the building, which may include locking and unlocking the building, performing weekend and holiday building checks, and maintaining the fire and burglar alarms. On call for emergencies or to open buildings. May be required to work on Sundays, holidays, early morning, etc. for snow removal or other emergency work.
- Checks emergency lights and fire extinguishers.
- Stocks supply shelves and distributes supplies (books, paper, etc.) throughout the school.
- Checks incoming shipments and signs for supplies. Assists school personnel with work requests and errands.
- May assist with building scheduling, inventory, or other paperwork.
- Opens classrooms for substitute teachers, students, community school, etc.
- May be requested to call the district to request repairs and to assist district maintenance workers with repairs. May be required to assist in maintaining inventory of school supplies.

Skills & Qualifications

- High School diploma or equivalent.
- Three (3) months of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

Technical Skills:

- Ability to read and write and perform basic mathematical calculations.
- Basic understanding of cleaning and sanitation procedures.
- Knowledge of emergency procedures.
- Ability to use or repair small and medium equipment and machinery.
- Ability to use small office equipment and computers.
- Ability to maintain property and inventory.

Physical Requirements

The physical activity of this position

- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Crawling. Moving about on hands and knees or hands and feet.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time. Approximate Duration 8 Hours
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Maximum Weight 50 Pounds Average Weight 20 Pounds
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers
- 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 worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness.