



JOB DESCRIPTION

CUSTODIAN

Range 32 Classified Salary Schedule

DEFINITION:

Under general supervision, performs building cleaning and facilities maintenance work in schools and administrative buildings. Work of the class involves varied building cleaning duties and related facilities and grounds maintenance work. Nature of work is repetitive and requires sustained physical effort and involves heavy work in moving or lifting furniture and equipment with some exposure to accident and injury hazards and disagreeable elements. May be assigned responsibility for checking or operating temperature control in the buildings. Employees in these classes are considered emergency personnel and are required to report to buildings during inclement weather. The individual understands his or her role and responsibility and how they contribute to student achievement; anticipates and responds quickly to student needs; contributes to creating and maintaining a positive and safe environment for students; treats all students fairly and builds successful relationships with students to ensure a productive learning environment

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Cleans and sweeps classrooms, offices, cafeterias, gymnasiums, and other rooms, as well as outside grounds and adjacent areas
- Empties waste receptacles
- Dusts furniture, cleans doors, windows and trim
- Removes stains from floors, walls, and glass, strips old wax and applies new wax to floors using hand and power tools
- Cleans hallways and stair wells
- Wet mops and buffs floors
- Cleans restrooms and locker rooms, and replaces towels and other supplies
- Washes windows display cases, glass doors, and other fixtures
- Cleans and polishes metal work, and mirrors
- Cleans; and maintains all floor surfaces and baseboards
- Cleans and maintains a variety of other surfaces such as ceilings, walls, chalkboards/whiteboards, counters and table tops, lockers, etc.
- Cleans and maintains restrooms and locker rooms
- Reports graffiti and may apply primer to cover graffiti and perform minor paint touch-ups Replaces light bulbs, climbs ladder as needed
- Makes adjustments and minor repairs to plumbing, electrical, and other building fixtures, such as tightening screws, oiling squeaking doors, etc.
- Monitors buildings and grounds, observes and reports hazardous or otherwise defective conditions
- Cleans up rubbish from grounds and adjacent areas
- Delivers incoming supplies and equipment
Assists school staff by making deliveries to classrooms, moving furniture and other heavy objects between rooms and performing other manual or strenuous tasks
- Maintains safe and secure building conditions and appearance and safety of grounds
- Reports maintenance and supply needs to supervisor
- Maintains security of school building during assigned work shifts
- May assist with recycling procedures
- Checks to see that windows and doors are locked and that no unauthorized parties are in the school building
- Performs a variety of related work as required

EDUCATION, TRAINING, AND EXPERIENCE:

Any combination of education, training, and experience which provide the knowledge, abilities and skills necessary to perform effectively in the position may be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the methods, materials, and practices of building and grounds work
- Knowledge of appropriate use of personal protective equipment and other safety tools and practices
- Ability to operate and maintain custodial and grounds care equipment; including scrubbers, burnishers and hydraulic lifts
- Knowledge of emergency preparedness and response procedures
- Demonstrate good customer service and communication skills
- Ability to monitor building spaces and grounds to ensure a safe and secure environment
- Ability to speak, read and understand the English language sufficiently to successfully receive/provide information to/from students, the public, co-workers and supervisors

CERTIFICATE AND LICENSE REQUIREMENTS:

Red Cross First Aid and/or CPR Certification

PHYSICAL DEMANDS:

Special requirements such as lifting heavy objects and frequent climbing. Sufficient physical strength and freedom from disabling defects to permit the lifting and moving of heavy objects (minimum 50 pounds) and to perform manual labor. Stamina to spend long periods of time walking and standing, as duties require 90% -100% standing and walking up to 8 hours per day. Bending and twisting up to 40%, climbing 10%. Nature of work is repetitive and requires sustained physical effort and involves heavy work in moving or lifting furniture and equipment with some exposure to accident, injury hazards and disagreeable elements.

CSEA Approval: June 10, 2015

Board Approval: June XX, 2015

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