TITLE: CUSTODIAN

REPORTS TO: Director of Maintenance & Operations

EVALUATED BY: Director of Maintenance & Operations

SUMMARY
Keeps the district's school buildings, associated buildings/grounds in such a state of operating excellence that they present no problems or interruptions to the educational program.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties than listed may be assigned)

Daily, Weekly, As Needed as instructed by Director

I. Restrooms
- Empty wastebaskets
- Mop and disinfect floors
- Clean and disinfect sinks
- Clean and disinfect mirrors
- Clean and disinfect toilet bowls-seats, urinals, & pipes
- Empty sanitary napkin receptacles
- Check hand soap, paper towel, & tissue supplies
- Check that toilets, urinals, faucets & drains are working
- Clean doors and partitions
- Clean walls and ceiling
- Clean exterior of all dispensers (tissue, soap, etc.)

II. Locker Rooms
- Empty wastebaskets
- Mop and disinfect floors
- Clean and disinfect sinks
- Clean and disinfect mirrors
- Clean and disinfect toilet bowls-seats, urinals & pipes
- Empty sanitary napkin receptacles
- Check hand soap, paper towel, & tissue supplies
- Check that toilets, urinals, faucets & drains are working
- Clean doors and partitions
- Clean walls and ceiling
- Clean exterior of all dispensers (tissue, soap, etc.)
III. Classrooms
Vacuum all carpeted areas
Sweep all tiled floors with dust mop
Empty wastebaskets
Clean sinks and faucets (if present)
Empty pencil sharpeners
Clean window glass on doors
Clean boards at least once per week
Dust all ledges and other surfaces
Clean shades or blinds

IV. Hallways, Entryways, and Utility Rooms
Sweep all halls and entryways with a dust mop
Vacuum entryway carpets
Clean and disinfect drinking fountains
Spot clean walls and baseboards
Dust all ledges, tops of coat racks, and tops of lockers
Clean door glass & steel plates on gym doors and entryways
Sweep stairs and floors of utility rooms (non-classrooms)
Clean stairs - sweep/vacuum
Wet mop hallways (machine or mop as instructed)

V. Gym/Stage/Cafeteria/Multi-Purpose Rooms
Clean and put away tables after lunch
Sweep floor
Wet mop (machine or mop as instructed)
Clean door glass
Sweep stages
Spot clean walls
Garbage disposal

VI. Offices
Sweep office floors and vacuum any carpets
Empty wastebaskets
Dust all ledges and other surfaces
Clean and dust phone
Dust all ledges and other surfaces

VII. Other Buildings (beyond three school complex)
For all bathrooms follow procedures under I.
For interior areas follow same procedures II and III.
For food areas follow procedures under V.
For Bleachers - sweeping and wash down procedures as directed
VIII Other Tasks include but are not limited to the following
Drive delivery vehicle between buildings
Load and set-up of tables/chairs/risers
Perform seasonal grounds work (snow, lawn)
Engage in minor maintenance and repairs throughout the complex
Perform normal operator adjustments, and service to facility operational equipment
such as, but not limited to, compressors, boilers, unit ventilators and fans
Maintain buildings and grounds security by locking buildings each school day
Use supplies and equipment carefully and reports needs and professional repairs needed.
Paint - parts of the interior of the school (per schedule).
Clean and disinfect lockers.

General All Areas
Replace lights
Clean baseboards
Clean furnace areas/radiators/ceiling vans/univents/ replace filters
Clean light fixtures
Clean window areas
Clean glass case areas

Work Schedule and duties will be determined by the Director of Maintenance & Operations

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Habits
1. Follow all safety procedures when performing duties.
2. Maintain regular attendance.
3. Exhibit punctuality.
4. Exhibit self-confidence.
5. Demonstrate good work judgment by working to capacity.

Performance
1. Maintain required forms and records as assigned by Director.
3. Follow all MSDS rules as denoted for cleaning supplies.

Personal Qualities
1. Cooperate with principal, faculty, students to make the cleanliness of the building an integral part of the total school.
2. Maintain a neat and appropriate appearance.
3. Project good health habits.
EDUCATION AND/OR EXPERIENCE:

- High School Diploma required.
- Previous custodial experience preferred.
- Good health.
- Neat and clean appearance.
- Enjoy working with students of all ages.
- Physical fitness and emotional stability to carry on the job.
- Basic math knowledge required.
- Criminal justice fingerprint clearance required.

WORK HOURS:
 Assigned and determined by the Director of Buildings/Grounds and Transportation and the Superintendent of Schools.

OTHER SKILLS AND ABILITIES:
 Ability to work in a friendly manner with co-workers and students. Ability to perform job and communicate in a sometimes noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:
 While performing the duties of this job, the employee is frequently required to stand and walk continuously, bend at the waist, push, move, and lift objects weighing up to 50 pounds. Occasionally the employee will lift and/or move up to 90-100 lbs such as salt bags and/or bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. The employee will frequently be required to use dexterity of hands and fingers to operate equipment. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

WORK ENVIRONMENT
 While performing the duties of this job, the employee occasionally works in temperatures below freezing (outside) and above 100 degrees Fahrenheit (gym in summer), and occasionally will walk on slippery surfaces. The employee will be working around and with equipment having moving parts and sharp blades. The employee must be able to meet deadlines with time constraints and interact with faculty, staff, other workers and students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.