



JOB DESCRIPTION

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Number:	Title:	Custodian	
Nature of Position	This position is responsible for performing cleaning and basic safety functions for schools and other district buildings, and for assisting with the security of the building.		
Reports To	Title: Principal or Site Administrator		
Education	Required	<ul style="list-style-type: none"> • High school diploma or equivalent 	
	Preferred	<ul style="list-style-type: none"> • 	
Experience, Skill, and Certification	Required	<ul style="list-style-type: none"> • Previous experience in a custodial or maintenance position • Knowledge of the working methods and procedures used in cleaning and minor maintenance of buildings • Knowledge of the qualities and uses of custodial supplies and equipment • Knowledge of general safety concerns applicable to schools and related buildings • Ability to give and follow verbal and written instructions and directions 	
	Preferred	<ul style="list-style-type: none"> • 	
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Assists the Head Custodian in monitoring and performing all custodial activities. 2. Keeps the assigned work area clean by dusting, mopping, vacuuming, sweeping, buffing scrubbing and waxing floors, cleaning bathrooms, clean carpets, collecting and disposing of trash and debris from building and grounds, and other related activities. 3. In the absence of the Head Custodian, will coordinate the work of other custodial staff. 4. Uses appropriate equipment to clean carpets and strip, scrub, buff, and wax floors. Also, uses appropriate landscaping & lawn care equipment to maintain the school grounds. 5. Moves furniture, equipment, & materials and performs all cleaning activities necessary to keep the building clean and safe. 6. Mows grass and trims hedges. 7. Operates the heating and cooling system. 8. Assists in securing school building by locking doors and windows and turning on the security alarm. Also, open the school building. 9. May perform minor repairs and maintenance, check fire extinguishers, order cleaning supplies, and other functions as necessary. 10. Reports necessary repairs and safety concerns to Head Custodian. 11. Performs other duties as necessary for the effectiveness of the organization and the safety of students and staff. 		
Terms of Employment	Incumbents will be considered "at will." Appropriate pay will be determined based on the Grade as determined by Human Resources and allowable experience. The work calendar will be 260 days. Hourly (G-4) revised 12/2012		
Approvals	Director Level		DATE
	Chief Level		DATE
	Human Resources		DATE
	Superintendent		DATE



JOB DESCRIPTION SUPPLEMENT

Number:	Title: Custodian
Non-Essential Responsibilities	<p>A responsibility is considered to be “non-essential” (for the purposes of compliance with the Americans with Disabilities Act) if:</p> <ul style="list-style-type: none"> • it is shared between multiple incumbents in the job; or • it could be performed by an employee in another job within the workgroup. <p>Note the responsibility number from the list in the “Duties and Responsibilities” section for those responsibilities that could be considered “non-essential” based on this definition.</p>
	None
Physical and Sensory Demands	<p>Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.</p>
	<p><input type="checkbox"/> OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.</p>
	<p><input type="checkbox"/> CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.</p>
<p style="text-align: center;">EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS (Check any that apply to this job and complete the required information.)</p> <p><input checked="" type="checkbox"/> Heavy lifting of up to 50 pounds</p> <p><input checked="" type="checkbox"/> Occasionally climbs up to 15 feet.</p> <p><input checked="" type="checkbox"/> Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.</p> <p><input checked="" type="checkbox"/> Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.</p> <p><input checked="" type="checkbox"/> Sitting or standing for extended periods with no control over rest periods.</p> <p><input checked="" type="checkbox"/> Other: <u>Pushes and pulls brooms, vacuums, buffers, scrubbers, cleaning carts; must bend, stoop, and crawl. Operates lawn mowers, weed trimmers, and hedge trimmers, etc.</u></p>	