



## **Job Description – Custodian**

**Department:** Custodial

**Job Status:** Full time

**FLSA Status:** Non-Exempt

**Reports To:** Director of Operations & Communications

**Pay Grade:** 1

**Work Days:** 235

### **POSITION SUMMARY**

Keep school grounds in clean and orderly condition. Employees in this classification receive general supervision within a framework of standard policies and procedures. Ensure adherence to safety rules.

### **SPECIAL KNOWLEDGE, SKILLS, ABILITIES**

- Knowledge of minor repair techniques and building and grounds maintenance
- Ability to read and understand instructions for cleaning, maintenance and safety procedures
- Ability to operate cleaning equipment and lift heavy equipment
- Ability to properly handle cleaning supplies

### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Responsible for walking the school grounds throughout the school day to pick up trash.
- Service, clean, and supply restrooms.
- Gather and empty trash.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Summer and holidays custodians are responsible for waxing the floors and buffing the floors and touch up painting where it is needed.
- Notify managers concerning the need for cleaning supplies or repairs
- Mop classrooms and dining area in the cafeteria as needed.

- Clean windows, glass partitions, and mirrors as needed, using soapy water or other cleaners, sponges, and squeegees.
- After all special events it is the custodians responsibility to clean the area.
- Clean and polish furniture and fixtures.
- Dust furniture, walls, machines, and equipment.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Attend meetings, programs, and training as required.
- Must be able to understand instructions and communicate in basic English. Ability to read and interpret documents such as safety rules, operating maintenance instructions, and procedure manuals.
- Report to work in a timely manner according assigned schedule
- Perform other related duties as assigned by the school management.

**POSITION QUALIFICATIONS**

**Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Loyal - The trait of feeling a duty to the employer.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one’s conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.

**Education:** Less than high school education

**Experience:** Preferred some previous working experience

**PHYSICAL REQUIREMENTS:**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

**WORK ENVIRONMENT -** Inside and outside environment.

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.

