



Job Description

Title: Custodian

Starting Wage: \$13.00/hour

Department: Maintenance

JOB SUMMARY:

Under general supervision, the custodian role focuses on building upkeep and physical endurance to cover a large space. A keen eye for detail and diligence is also imperative in the custodial maintenance role.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Ensure spaces are prepared for the day by taking out trash, dusting, sweep and mop floors, and vacuum carpets
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap, toilet paper)
- Wipe mirrors and windows
- Maintain outer premises by cleaning entrances and washing windows
- Report damages or possible security issues
- Secure facilities outside of operating hours by locking doors, closing windows and setting up the alarm
- Undertake custodial and janitorial tasks (clearing sidewalks and hallways, lifting heavy items, moving chairs and tables, etc.)

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to communicate effectively in writing and orally
- Ability to climb ladders and stairs
- Ability to pick up and carry 50 pounds
- Ability to operate cleaning equipment
- Ability to stand for prolonged period of time
- Ability to learn and practice acceptable cleaning methods
- Ability to be a self-starter and work alone
- Interact positively with students, administrators, co-workers, parents and community.
- Performs other duties as assigned

EDUCATION, CERTIFICATIONS AND LICENSES:

- High School Diploma or G.E.D. preferred

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

Reports to: Maintenance I, II, III and Park Supervisor

Custodian Board Approved January 2018

This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives