



Job Title: Custodian **Wage/Hour Status:** Nonexempt
Reports to: Head Custodian **Pay Grade:**
Dept. /School: Assigned Campus/ Shift **Date Revised:** June 1, 2011

Primary Purpose:

Follow routine cleaning and custodial procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations.

Qualifications:

Education/Certification:

None specified

Special Knowledge/Skills:

Ability to read and understand instructions for cleaning, maintenance, and safety procedures
Ability to operate cleaning equipment
Ability to properly handle cleaning supplies

Experience:

None

Major Responsibilities and Duties:

Cleaning:

1. Maintain a cleaning schedule that will include cleaning of floors, white boards, wastebaskets, windows, furniture, equipment, and restrooms.
2. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
3. Comply with local laws and procedures for storage and disposal of trash.
4. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.
5. Assist with lunchroom set up, including arranging tables and chairs.
6. Report minor and major repair needs to Head Custodian.
7. Move furniture or equipment within building as directed by Head Custodian.
8. Assist in setting up facilities for special events.

Safety:

9. Assist with opening and closing building each school day.
10. Follow established procedures for locking, checking, and safeguarding facilities.
11. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
12. Inspect machines and equipment for safety and efficiency.
13. Operate equipment according to established safety procedures.
14. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

15. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
16. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Burnisher, floor scrubber, auto-scrubber, wet-vac., vacuum, carpet dryer, carpet extractor, and trash compactor

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, bending, stooping and moderate lifting and carrying up to 50 pounds.

Work outside and inside, on slippery or uneven walking surfaces, and ladders.

Exposure to hot and cold temperatures, dust, toxic chemicals and materials.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.