

**Job Title:** Custodian

**FLSA Exemption Status:** Non-Exempt

**Term:** Varies depending on location assigned

**Minimum Qualifications:**

1. Able to read, write, speak and understand English;
2. Is clean and neat enough to present the proper appearance when confronting students, teachers and the public;
3. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
4. Meets health and physical requirements.

**Job Objectives/Goals:**

To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play and develop.

**Responsibilities and Essential Functions:**

1. Keep all buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times;
2. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity;
3. Perform such grounds-keeping chores as grass cutting, tree trimming, etc.;
4. Unlock doors prior to student arrivals and secure doors after student departures;
5. Shovel, plow, and maintain steps, walks, driveways, and parking areas as needed;
6. Perform such minor building repairs as he/she is capable of;
7. Report major repairs that are needed promptly;
8. Perform routine painting tasks including touching up walls, doors, and other surfaces as needed.
9. Keep all floors in a clean and attractive condition;
10. Move furniture within buildings as required;
11. Keep the grounds free from rubbish;
12. Wash all windows on both the inside and outside;
13. Clean restrooms, classrooms, offices, hallways, and other areas of the building;
14. Conduct an ongoing program of general maintenance, upkeep, and repair;
15. Keep and inventory of supplies, equipment, and fuel on hand, and requisition needed replacements;
16. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste;
17. Know and follow all safety rules and proper procedures associated with the responsibilities of the job; and
18. Perform other work-related duties as assigned by immediate supervisor and/or Director of Schools.

**Skills and Abilities Required:**

Skills and Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
3. Eye Hand-Foot Coordination: Ability to move the hand and foot coordinately in response to visual stimuli.

**Physical Demands:**

1. Lifting, carrying, pushing and/or pulling
2. Climbing and/or balancing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Working Conditions:**

Some degree of physical discomfort due to exposure to weather conditions, dust, noise, and temperature.

**Reports To:** Building Principal

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

