



Position Title: Custodian, Day

Salary Grade:

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned.

This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position exists to perform manual work in cleaning tasks in and around schools, buildings, and grounds. Heavy manual work may be involved in daily tasks.

Essential Functions of this Job:

Empties trash containers, pencil sharpeners, and other receptacles daily. The job requires dusting ledges, furniture, lights, etc. Replace spent light bulbs. Refills restroom dispensers. Strips, clean, brushes, and applies finish to hard surface floors. Vacuums and shampoos carpets. Cleans and disinfects drinking fountains. Assists in

maintaining clean, safe, and sanitary toilets, showers, and dining room facilities. Washes walls, windows, and glass surfaces. Uses tools, equipment, and materials such as mops, power floor scrubber, and buffer, vacuums, mop bucket and wringer, push and corn broom, floor and window squeegee, dust cloths, dustpans, finishes, toilet bowl mops and brushes, ladders, dollies, insecticides, germicides, bowl acid, cleaning agents, seals, lawn care tools such as lawnmowers and two-cycle equipment, and maintenance hand tools. Follows instructions for the proper use and the mixture of chemicals and supplies as needed.

Assists lunchroom and personnel in stacking heavy chairs, tables, crates, boxes, etc. Maintains cleanliness of dining rooms as assigned. Will assist with setting up facilities for meetings, classrooms, events, etc. Performs maintenance work at the school plant using a lawnmower, power edger, hand lawn, garden tools, and other lawn and shrub maintenance tools.

Non-Essential Functions of this Job:

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Some knowledge of the methods and equipment used in custodial tasks. Ability to understand and follow instructions. Ability to perform work requiring strength. Ability to work continuous hours while standing. Ability to learn routine custodial and janitorial duties. Bilingual preferred.

Education, Experience, and Certification/License Requirements

High School Diploma, providing proof, or the high school equivalent (GED), providing proof, and the combination of training and experience.

Work Context:

Requires being active, standing, walking, and moving about to coordinate work. Requires discussion skills and interactions with individuals and teams to accomplish tasks. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines.

Physical Environment:

Requires standing for most of the day and the ability to frequently lift, carry, move, and position objects weighing between 20 and 50 pounds. This job requires working both indoors and outdoors. Requires exposure to outdoor elements, including weather changes, foliage, and insects, to do assignments. Requires the handling and use of cleaning solvents and solutions. Requires knowledge of using the proper personal protective equipment services and equipment as assigned.

Local Code:**Approval Date:****Date Last Revised: 5/7/22**

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