

**QUALIFICATIONS:**

- High School Diploma or equivalent;
- Successful experience as a school custodian, or other equivalent experience;
- Ability to maintain cooperative relationships with other employees;
- Demonstrate aptitude or competence for assigned responsibility, and possible certifications in water, pesticides, and asbestos;
- Successful experience maintaining grounds and small equipment repair, or other equivalent experience;
- Experience in cleaning methods, and the use and safety of cleaning materials and equipment;
- Perform heavy manual labor, and lift up to 75 pounds;
- Have a First Aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

REPORTS TO:

- Maintenance and Custodial Supervisor.

JOB GOAL:

- To maintain District physical plants and grounds in a condition of operating excellence, so that full educational use may be made at all times.

PERFORMANCE RESPONSIBILITIES:

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

Responsibilities include but are not limited to the following:

- Maintain a cooperative relationship with fellow staff members, students, and the public;
- Move furniture, as necessary for school programs;
- Maintain furniture;
- Set-up rooms for special events and needs;
- Direct visitors;
- Monitor the building heating system for proper operations, and report any problems to maintenance personnel;
- Adhere to, and enforce District, State, and Federal law, policies, procedures, and regulations, related to custodial duties;
- Maintain all equipment used for cleaning purposes in good repair, and report all equipment problems to maintenance personnel;
- Participate in necessary cleaning and light maintenance of school building;
- Assist in maintaining an inventory of all custodial supplies and equipment, and order supplies through the supervisor;
- Available, on call, with the supervisor for emergency situations;
- Ensure that grounds and buildings are maintained in a safe and clean condition;
- Maintain building security;
- Maintain records of work performed for periodic maintenance; and
- Perform other duties, as assigned.

PHYSICAL REQUIREMENTS

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 75 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- Performance will be evaluated annually, in accordance with Board Policy and established procedures.

I have received a copy of this job description.

Signature

Date