

CUSTODIAN

REPORTS TO: Principal/Maintenance Supervisor

ESSENTIAL FUNCTIONS:

Sweeps, mops, scrubs, and waxes floors.

Vacuums rugs and carpets.

Dusts, waxes, washes, and polishes furniture and woodwork.

Cleans restrooms, replenishes supplies, and fills dispensers.

May water lawn, trees, and shrubs in the absence of grounds personnel.

Maintains areas adjacent to buildings in clean, safe, and sanitary condition.

Washes windows, walls, sinks, and fountains.

Arranges furniture and equipment for special activities.

Observes and reports need for repairs and makes minor repairs as time permits.

Secures buildings at end of shift.

Picks up trash and litter and empties and cleans trash and garbage receptacles.

Does emergency cleanup resulting from vandalism, breakage, spillage, or illness.

Stacks, assembles, and stores furniture, equipment, and supplies.

Cleans chalkboards and trays.

Is responsible for reporting unruly student activities, loitering, vandalism, or similar situations.

Performs routine nontechnical maintenance duties with the use of household hand tools.

May prepare and paint interior and exterior walls.

Orders, receives, stores, and distributes supplies.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

No experience required, but some previous custodial or janitorial work is desirable; high school diploma or equivalent; or any combination of training and experience likely to provide the desired knowledge and abilities.

Good physical condition and fitness.

Knowledge of methods, materials, and equipment used in cleaning various types of surfaces and furniture.

Interpersonal skills using tact, patience, and courtesy.

Communicate effectively with students, teachers, administrators, and the general public.

Assist in controlling behavior and activities of students in a variety of situations.

Assist in identifying drug- and alcohol-related problems.

Analyze situations accurately and use good judgment and appropriate initiative in selecting course of action.

Understand and carry out oral and written directions.

Work independently, with little direction.

Maintain cooperative working relationships with those contacted in the course of work.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on:

Revised on: