

TITLE

Custodian

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 the assigned duties can be carried out; and
4. Meets the necessary health and physical qualifications.

JOB GOAL

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

ESSENTIAL FUNCTIONS

1. Keeps all buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times;
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, electricity;
3. Performs such groundskeeping chores as grass cutting, tree trimming, etc.;
4. Unlocks doors prior to student arrivals and secures doors after student departure;
5. Shovels, plows, and maintains steps, walks, driveways, and parking areas as needed;
6. Performs such minor building repairs as he/she is capable of;
7. Reports major repairs that are needed promptly;
8. Keeps all floors in a clean and attractive condition;
9. Moves furniture within buildings as required;
10. Keeps the grounds free from rubbish;
11. Washes all windows on both the inside and outside;
12. Cleans rest rooms, classrooms, offices, hallways, and other areas of the building;
13. Conducts an ongoing program of general maintenance, upkeep, and repair;

- 14. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions needed replacements;
- 15. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste;
- 16. Knows and follows all safety rules and proper procedures associated with the responsibilities of the job; and
- 17. Performs other work-related duties as assigned.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

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

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

- 1. Vocational education
- 2. Apprentice training
- 3. On-the-job training
- 4. Essential experience

TEMPERAMENT (Personal traits)

- 1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- 2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- 3. Adaptability to dealing with people.
- 4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

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

Job Description: Custodian

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

WORK CONDITIONS

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

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.