

**Custodians  
Qualifications/Duties**

**Position Title:** Custodian  
**Immediate Supervisor:** School Principal  
**Work Year:** 12 Months  
**Work Day:** 8 Hours Per Day  
**Work Week:** 40 Hours Per Week  
**Paid Days:** 260 Per Year  
**Issued Date:** 02/16/93  
**Review Date:**

**POSITION SUMMARY**

To unlock building and prepare it for school to begin; lock building in the evening; clean building interior, including bathrooms, classrooms, hallways, dining areas, and other; clean building exterior and campus grounds; assist teacher by hanging classroom materials, moving furniture and other; perform minor repair work; maintain bathroom supplies; empty trash containers from classrooms and kitchens; and prepare school building during the summer for occupancy in the fall.

**EDUCATION AND EXPERIENCE**

- Minimum of one year of experience in custodial activities preferred.

**QUALIFICATIONS**

Demonstrate the ability to:

- Perform duties under general supervision requiring some initiative in the carrying out of assignments,
- Work cooperatively with the principal and teachers,
- Perform repetitive tasks according to basic established procedures,
- Maintain confidentiality of information associated with position,
- Understand instructions and underlying principles,
- Reason and make good judgements,
- Understand meanings of words and ideas associated with position,
- Perform arithmetic operations quickly and accurately,
- Perceive pertinent detail in verbal or tabular material,
- Coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed,
- Move the hands easily and skillfully,
- Comprehend forms in space and understand relationships of plane and solid objects,
- Make visual comparisons and discriminations,
- See slight differences in shapes and shadings of figures and widths and lengths of lines,
- Move hands and feet coordinately with each other in accordance with visual stimuli,
- Perform the essential functions and requirements of the job, and
- Meet satisfactory health standards.

**ESSENTIAL FUNCTIONS**

- Perform carpentry and painting tasks.
- Make repairs and adjustments to items such as furniture, plumbing fixtures, locks, and light fixtures.
- Cleans building interior as scheduled or assigned during school year by sweeping, scrubbing, dry mopping bathrooms, classroom, hallways, locker rooms, cafeteria, gymnasium, auditoriums, theater, library or all other areas of the building.

- Cleans building exterior and grounds, cleans windows and walks, cleans litter from grounds.
- Maintains campus grounds by mowing lawn and trimming grass, shrubbery, and trees.
- Assists teachers as requested by moving furniture or equipment, lifting boxes, or hanging classroom materials such as bulletin boards, maps, or pencil sharpeners.
- Performs minor repair work such as replacing ceiling tile, replacing light bulbs, re-hanging bathroom sinks, touch-up painting, repairing furniture, unclogging commodes, sinks, or drains, cleaning/changing air conditioner filters, changing air conditioner motor oil as needed, and any other minor repairs as directed by the principal.
- Maintains and requisitions all cleaning supplies and equipment.
- Prepares building during the summer for occupancy in the fall by stripping, cleaning, and waxing floors, shampooing carpets, washing windows, cleaning blinds, desks, chairs, and lockers.
- Empties trash containers daily.
- Assists in the cafeteria at breakfast and/or lunch by cleaning spills, sweeping, mopping, lifting heavy objects, or vacuuming eating area when necessary.
- Prepares areas such as auditorium, gymnasium, theater, or library for special events by cleaning areas or arranging furniture; and cleans areas after such events.
- Assist cafeteria personnel in storage of commodities.
- Assist at other schools and warehouse when required.
- Comply with physical demands with regards to lifting.
- Complete asbestos exposure required medical examination within 30 days of employment and within 30 days of termination and every three years while employed.

#### **OTHER RESPONSIBILITIES**

- Performs other work duties or responsibilities as assigned by the principal or Director of Schools.

#### **PHYSICAL DEMANDS**

This position requires the lifting of objects not to exceed 50 pounds without the assistance and the wearing of a safety support belt and frequent lifting and or carrying of objects weighing up to 50 pounds. Other physical demands that may be required are:

- Lifting, carrying, pushing, and/or pulling.
- Climbing and/or balancing.
- Stooping, kneeling, crouching, and/or crawling.
- Reaching, handling, and/or feeling.
- Talking and/or hearing.
- Seeing
- Wearing of hard hat and orange shirt as required when working outside.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK TO BE PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE A COMPLETE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSON(S) SO ASSIGNED.**