

SECTION 375 CUSTODIAN JOB DESCRIPTION

I. Supervision

- a. All custodians are directly supervised by the Director of Buildings & Grounds or his or her designee.
- b. All work areas, responsibilities, and work hours will be assigned by the Director of Buildings & Ground or his or her designee.
- c. All custodians must realize that the ultimate responsibility for the building lies with the building principal, and all effort should be made to work in harmony with the building principal. Any problems in this area should be immediately reported to the Director of buildings & Grounds or his or her designee.

II. Technical Skills

- a. A custodian must be able to operate, or be able to learn to operate the following equipment: floor scrubbing machine, burnisher, floor buffers, carpet extractor, line markers, power tools, mowers, snowblowers, small tractors and other equipment as may be used in the cleaning and operation of the schools.
- b. A custodian must possess a valid driver's license, and must be able to pass the physical necessary to be eligible to drive school vehicles.
- c. The custodian is responsible for assigned areas of the school and must complete assigned tasks while working alone and will also be expected to help set up and tear down athletic and other events in the gym.
- d. The custodian must complete light maintenance tasks as assigned. Some examples of these tasks include: changing light bulbs, repairing pencil sharpeners, tightening fittings on plumbing, fixing coat hangers, replacing screws, nails, hanging pictures, etc. The custodian must also be responsible for reporting on a timely basis any problems of a maintenance or safety nature to the Director of Buildings & Grounds and fill out a maintenance request according to defined procedure and paint if needed or instructed to.

III. Physical Qualifications

- a. The custodian must be able to lift and carry a minimum of 70 pounds.
- b. The custodian must have the physical capabilities to perform these functions over a sustained period of time: walking, twisting, turning, climbing, shoveling, stooping, bending, lifting, sweeping, and standing.
- c. The custodian must have normal tolerance of and not be allergic to common maintenance chemicals.
- d. A complete physical and chemical abuse testing will be required for approval of employment.

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IV. Responsibilities

- a. During the school year the custodian must complete any or all of the following tasks, depending on the assigned area and time slot.
 1. Inside tasks such as: sweeping, mopping, stripping, vacuuming, buffing and burnishing, cleaning of desks and equipment, windows, etc and any assigned maintenance tasks. All tasks must be carried out in an efficient, careful and timely manner.
 2. Outside tasks including picking up debris, sweeping walks, cutting grass and weeding, shoveling and keeping the area in a clean safe condition.
- b. Summer responsibilities may also include: trimming of trees and shrubs; watering, painting, cleaning equipment, lawn care, weed spraying, carpet laying, fencing, vehicle maintenance and preparing sporting facilities of use.
- c. All custodians may be assigned other tasks on an as needed basis by the Director of Buildings & Grounds or his or her designee.

1st Reading – April 13, 1992

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