

LOCATOR 2.43

TITLE: Custodian - School

QUALIFICATIONS:

Any combination equivalent to high school diploma or G. E. D. Certificate or demonstrated progress toward obtaining a G. E. D. as required by Kentucky law, and demonstrated ability and experience in custodial related work; possess the necessary literacy skills to fulfill the performance responsibilities of the job; be in good health as evidenced by completion of a physical examination.

REPORTS TO:

Principal and Maintenance Director

PRIMARY JOB GOAL:

To work for the continuing cleanliness, orderliness, and safety of the school building.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of modern public school buildings and the ability to apply this knowledge to the needs of the school district; knowledge of basic methods, materials, tools, and equipment used in custodial work and routine maintenance; knowledge of proper methods of storing equipment, materials, and supplies; knowledge of proper lifting techniques; ability to work a flexible schedule in order to meet the demands of the job; possess the necessary literacy skills to perform the required custodial program tasks in an efficient and effective manner; ability to communicate clearly; ability to understand and follow oral and written directions and meet schedules and time lines; ability to perform heavy physical labor; ability to use cleaning materials, equipment, and methods according to pre-determined standards; ability to develop effective working relationships with the entire school community; possess strength and dexterity necessary to perform all required tasks including moving and transporting equipment and supplies to places where work is to be performed which may involve walking, pushing, stooping, bending, lifting, standing for extended periods of time, working in tiring, uncomfortable positions, and from ladders, scaffolds, etc., and ability to work out-of-doors in uncomfortably warm, cold, or inclement weather.

PERFORMANCE RESPONSIBILITIES:

-Cleans and buffs all assigned classrooms and halls, as well as vacuums carpeted areas after each school day, insuring that all floors are kept in a clean and attractive condition.

-If applicable, waxes all assigned rooms and halls on a regular basis as directed by the Principal.

-Dusts office and classroom furniture on a regular basis as directed by the Principal.

-Arranges classroom furniture in an orderly manner at the end of each school day after cleaning the floor.

-Cleans all chalkboards in assigned rooms on a regular basis as directed by the Principal.

- Empties and cleans wastebaskets and trash containers daily.
- If applicable, cleans light fixtures on a regular basis as directed by the Principal, and replaces burned-out lights as needed.
- If applicable, cleans and disinfects water fountains each day.
- If applicable, cleans and dusts lockers on a regular basis as directed by the Principal.
- Keeps assigned restrooms hygienically clean daily by wet mopping floors with a disinfectant, cleaning all sinks and fixtures with a disinfectant, cleaning toilet seats and urinals with a disinfectant, using toilet deodorizers as necessary, and insuring that paper towels, toilet paper, soap, etc., are replenished as necessary; cleans mirrors and tile.
- If applicable, sweeps, wet mops with disinfectant, and buffs daily the multipurpose room.
- If applicable, washes windows, inside and outside, in assigned areas on a regular basis as directed by the Principal; cleans blinds and woodwork on a regular basis.
- Efficiently and regularly operates cleaning machines, equipment, and tools, and stores all supplies, tools and equipment properly; maintains them in good working condition.
- Makes occasional minor building repairs including basic plumbing fixtures, broken tiles, etc.
- Cleans up after non-school related activities held at the school as directed by the Principal.
- Moves furniture or equipment as required for various activities and as directed by the Principal.
- Assembles furniture as directed by the Principal.
- If applicable, puts tables up and down each day for lunch; takes garbage out after lunch and breakfast; sweeps and mops the cafeteria floor.
- Maintains and assists in the ordering of supplies.
- Picks up and rakes paper, trash, and debris around school grounds and in the school; sweeps and cleans walkways and entrances.
- Packs, unpacks, loads, receives, and stores books, supplies, materials, and other items.
- Reports safety, sanitary, and fire hazards to the Principal; reports and recommends need for maintenance repairs to the Principal.
- Maintains security of the building; reports suspicious or unauthorized individuals on campus.
- Shovels, plows, and sands walks and steps as directed by the Principal.
- Responds to emergency cleanups such as spills, etc.; follows Blood-Borne Pathogen Training techniques of disposal.
- Maintains records of observed maintenance/repair needs and safety issues.
- Participates in any job or other training as required.

	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
e. Pushing Pulling?	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
f. Fine Manipulation:	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<p>3. (a) Does the job require a worker to reach or work above the shoulder? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Frequency? <u>HIGH</u></p> <p>(b) Reaching at or below shoulder level? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Frequency? <u>As needed</u></p>
<p>4. Does the job require use of his/her feet to operate foot controls or repetitive movement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. Are there special visual or auditory requirements? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please describe (i.e. working with computer terminal):</p>
<p>WORK ENVIRONMENT:</p> <p>a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Is the employee exposed to fumes or airborne particles? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: Chemicals from cleaning supplies, dirt, pollen, debris, proper PPE should be worn according to training.</p>

BLOOD/FLUID EXPOSURE RISK: (check the right category)

Category I: Tasks involve exposure to blood, fluid, or tissue

Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but the job may require performing unplanned Category I tasks.

Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

TERMS OF EMPLOYMENT:

Hours per day, days per year, and salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval: July 10, 1995

Amended: March 16, 2017

Reviewed: April 23, 2026

I have read and understand the terms set forth in this job description.

Signature of Employee_____

Date Signed_____