



JOB TITLE	Custodian
REPORTS TO	Building Principal
SALARY SCHEDULE/GRADE	Classified
CONTRACTED DAYS AND/OR HOURS	260 days
JOB CLASS CODE	
POSITION CLASSIFICATION	Classified
DATE APPROVED	December 10, 1984

QUALIFICATIONS

Holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma, or shows progress toward obtaining a High School Equivalency Diploma.

POSITION SUMMARY

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

PERFORMANCE RESPONSIBILITIES

Keeps the school building and premises, including sidewalks, driveways, and play areas neat and clean at all times.

Shovels, plows, and/or sands walks, driveways, parking areas, and steps as appropriate.

Checks daily to ensure all exit doors are secure and all panic bolts are working properly during the hours of building occupancy.

Raises the United States flag at or before 8 a.m. on each school day, and lowers it at or after 3:30 p.m. (This task may or may not be assigned to the custodian by the building principal.)

Sweeps classrooms daily and dusts furniture.

Cleans corridors after school each day and during the day as needed.

Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily. Turns off urinals after hours and turns back on in the morning.

Washes all windows on both the inside and outside at least twice each year and more frequently, if necessary.

Keeps the grounds free from rubbish.

Performs such yard keeping chores as grass cutting, tree trimming, and the like, as necessary to maintain the grounds in a safe and attractive condition.

Keeps all floors in a clean attractive condition and in a good state of preservation.

Makes such minor building repairs as he/she is capable of performing.

Promptly reports major repairs needed to the principal.

Maintains on a regular schedule changing of filters and keeps appropriate records.

Reports immediately to the principal any damage to school property.

Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his attendance is required by the principal.
Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, all lights, except those left on for safety reasons, are turned off, and that the alarm system is turned on and working properly.
Keeps an inventory of supplies, equipment, and requisitions as needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.
Conducts an ongoing program of general maintenance, upkeep, and repair.
Moves furniture or equipment within the building as required for various activities and as directed by the principal.
Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
Assumes responsibility for the safe condition of building entrances and corridors.
Together with the superintendent and principal, develops a daily schedule that is then kept as appropriate.
Performs other duties as may be assigned by the building principal.
Should be able to lift up to 30 pounds.

KNOWLEDGE AND ABILITIES

Record keeping.
Operation of computer and other technology.
Verbal and written communication skills.
Laws, rules and statutory regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Prioritize and schedule work.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.

PHYSICAL DEMANDS

	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	☐	☐	☒	☐
Sitting	☐	☐	☒	☐
Handle/Finger/Feel	☐	☐	☒	☐
Reach/Push/Pull	☐	☒	☐	☐
Bend/Stoop/Crouch	☐	☐	☒	☐
Kneel/Crawl	☐	☒	☐	☐

Climb/Balance	☐	☒	☐	☐
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	☐	☐	☒	☐
Up to 20 lbs.	☐	☐	☒	☐
Up to 50 lbs.	☒	☐	☐	☐
Up to 100 lbs.	☒	☐	☐	☐
Over 100 lbs.	☒	☐	☐	☐