

Position Title: Custodian

Department: Building and Grounds

Reports To: Director of Building and Grounds

SUMMARY: Cleans and services campus building areas and performs a variety of custodial duties to maintain the campus in a sanitary, orderly, and attractive condition

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Requires the ability and willingness to perform a variety of custodial functions under specific instructions with some need for individual judgment in working out problems. The employee must be able to follow established procedures and schedules for cleaning of the campus.
- Will or may be required to provide custodial services to offices, labs, classrooms, gyms, public areas, service areas, restrooms, utility rooms, hallways, stairwells, storerooms, and other areas as necessary.
- Will or may be required to clean walls, floors, ceilings, windows, toilets, urinals, tubs, showers, sinks, beds, elevators, furniture, trash cans, doors, vents, pictures, baseboards, light fixtures, water fountains, televisions, bookcases, tables, desks, cabinets, drapes, telephones, custodial equipment and other items as necessary.
- Will or may be required to dust mop, damp mop, wet mop, high dust, spray buff vacuum, collect trash, spot clean, replenish supplies, shovel snow, in order to accomplish the cleaning responsibilities inherent in this position.
- May be required to carpet shampooing or stripping and refinishing of floors.
- May require the moving of furniture or equipment, arrange rooms, or set-up rooms for meetings.
- Requires the use of mops, buckets, wringers, carts, vacuums. Buffers, ladders, dusters, rags cleaning chemicals, and other items necessary to accomplish the cleaning assignments.
- Must acquire the ability to determine whether cleaning, dusting, polishing and other assignments are performed correctly.
- Must be able to distinguish the relationship between quality and quantity of work necessary in certain campus spaces.
- Must become familiar with campus and departmental safety, security and the MSDS sheets.
- Must become familiar with departmental, district, and School Board Policies and demonstrate understanding.

SUPERVISORY RESPONSIBILITIES:

None

SPECIAL REQUIREMENTS: The employee should be conscientious, dependable, prompt, be in good health, and have good personal hygiene. Standing, bending, squatting, reaching, stooping, pulling, and pushing will be required.

Acknowledged _____

Date _____

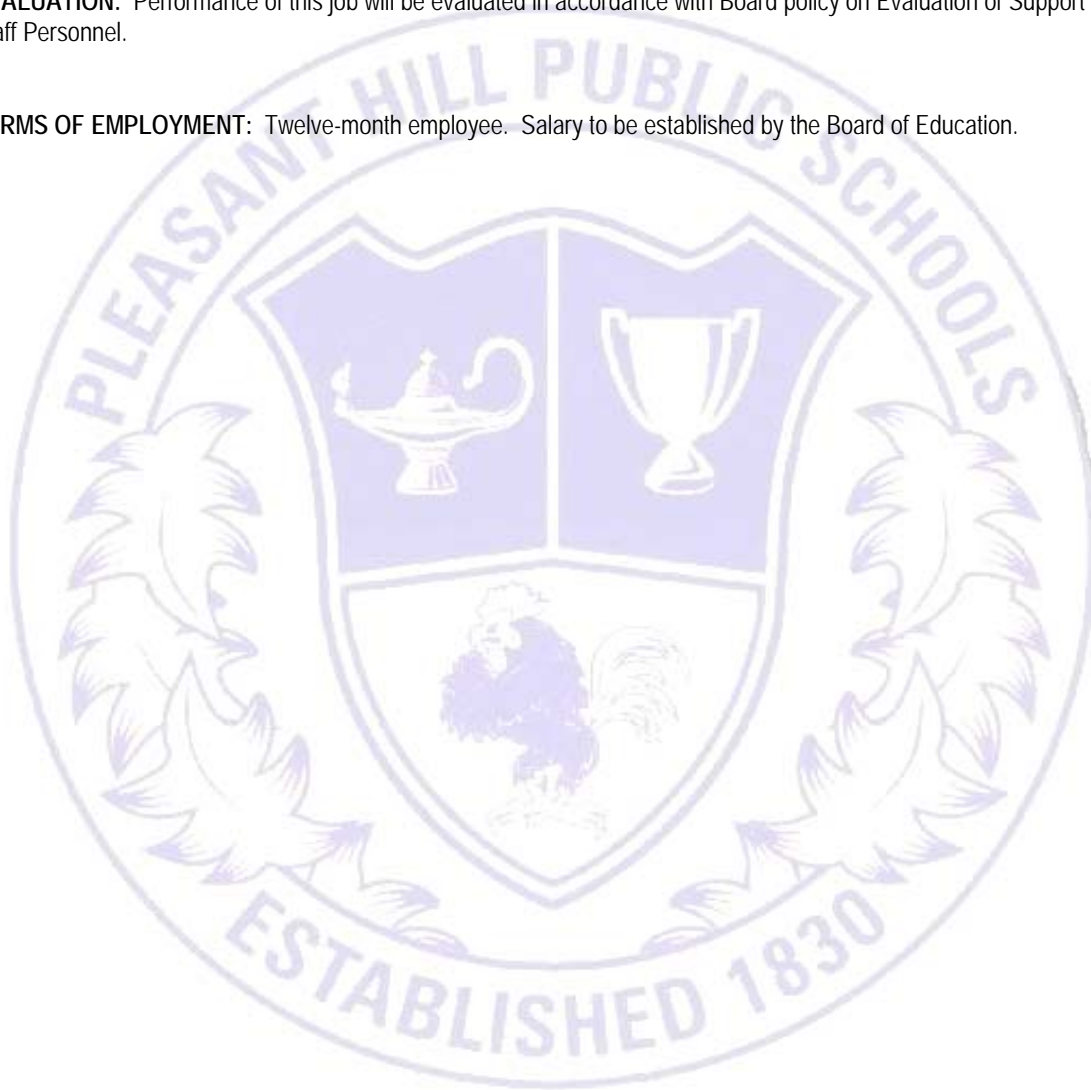
Removal of lab animals, cleaning of blood, human waste, broken bottles, and other offensive items and odors is occasionally required.

EDUCATION and/or EXPERIENCE:

Minimal education is required. Must have ability to follow oral, visual and written instructions. One year experience preferred. Institutional experience is desirable.

EVALUATION: Performance of this job will be evaluated in accordance with Board policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT: Twelve-month employee. Salary to be established by the Board of Education.



Acknowledged _____

Date _____