| **Job Title:** | Custodian |
| --- | --- |
| **Supervisor:** | Site Administrator | **Location:** | All River Schools |
| **Authorized Hours:** | Varies | **Classification:** | Classified/Hourly |
| **Days/Months:** | 9 months | **Range:** | C, starting at $20.00, DOE |

# General Responsibilities

Provides students with a safe, comfortable, clean and efficient place in which to learn, play and develop. Performs general cleaning duties, policing of restrooms, halls and grounds, minor maintenance, grounds and snow removal work, and responds to building staff needs to maintain the functioning of the

building and its programs.

# Qualifications

**Education:** High School Diploma or GED

**Experience:** At least one year Custodial experience preferred.

**Knowledge & Abilities:**

Knowledge of standard methods; practices; tools; equipment and supplies used to perform custodial services. Ability to identify building areas in need of improvement or repair. Knowledge of occupational hazards and safety practices and precautions. Knowledge of local laws and procedures as pertains to job duties.

Must have physical fitness, strength, agility, and stamina to work on ladders, scaffolding, and roofs; be able to lift at least 50 pounds waist high, be on their feet for prolonged periods, and do light to medium manual tasks such as digging, snow shoveling and furniture moving in a safe manner.

# Example of Duties

1. Keep buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Shovel, plow, and/or sand walkways, driveways, parking areas, and steps as appropriate.
3. Check daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
4. Raise the United States Flag at or before 8:00 a.m. on each school day and lower it at or after 3:30 p.m.
5. Sweep classrooms daily and dust furniture.
6. Clean corridors after school each day and during the day when condition requires it.
7. Scrub, hose down and disinfect toilet floors daily, and clean all sanitary fixtures and drinking fountains daily.
8. Wash all windows on both the inside and outside at least twice each year and more frequently if necessary.
9. Keep grounds free of rubbish.
10. Perform such yard-keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
11. Keep all floors in a clean and attractive condition and in good state of preservation.
12. Clean all chalkboards at least once a week.
13. Report major repairs needed promptly to Principal/Principal-Teacher.
14. Report immediately to the Principal/Principal-Teacher any damage to school property.
15. Remain on the school premises during school hours and during non-school hours when the use of the building has been authorized and attendance as required by the site administrator.
16. Assume responsibility for the opening and closing of the building each school day and determine, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
17. Move furniture or equipment within buildings as required for various activities and as directed by the Unit Administrator.
18. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
19. Other duties as assigned. *Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

# Equipment Used

# Vacuum cleaners, buffers, auto scrubbers, shampooers, window washers, high pressure and steam washers, brooms, mops, ladders, scaffolding, snow blowers, small tractors, lawn mowers, bush cutters, chain saws, small power hand tools such as drills and saws, hand truck, pallet jack, man lift, and other miscellaneous hand tools.

# Independent Decisions

# Decisions of a routine job related nature.

# Primary Working Contacts

# Administrator, teachers, students and community members.

# Responsibility for Cash, Equipment, Safety

# Routine care and maintenance of assigned work tools and equipment. Responsible to ensure safe operation of equipment and caustic cleaning supplies around students. Responsible for tool inventory.

# Supervision Received and Exercised

# Given – None.

# Received – Detailed written job duties from site administrator with daily oral instructions as needed.

# Unusual Working Conditions

May work outdoors doing snow removal in extreme weather. Possible high ladder or scaffolding work and checking conditions on the roof of the facility.

# Evaluation

Annual written evaluation