

# **412.01R5 Job Description, Building Custodian**

Friday, August 11, 2023

## **Job Description, Building Custodian**

The building custodian will be assigned by the superintendent of schools, and he or she will be supervised and evaluated collaboratively by the superintendent and maintenance supervisor. His or her duties shall include, but not be limited to, the following:

- I. Cleaning rooms, hallways, lobbies, lounges, rest rooms, corridors, stairways, and other areas, as assigned.
- II. Sweeping, scrubbing, waxing, and polishing floors; using brooms, mop, and proper cleaning appliances.
- III. Vacuuming rugs, carpets, and upholstered furniture.
- IV. Washing walls, woodwork, and windows as necessary.
- V. Emptying trash into large central receptacle. Transporting trash to disposal area.
- VI. Replenishing bathroom supplies as needed from storage inventory.
- VII. Performing minor repair work of school property and equipment.
- VIII. Safe caring and storing of all equipment and materials related to the job assignment.
- IX. Assisting in the control of litter on grounds and limited snow removal.
- X. Maintaining a cooperative working relationship with all personnel, students, and patrons.
- XI. Responding to needs of building administrator and teaching staff.
- XII. Working in environments that may result in exposure to solvents, dust, hot surfaces, water pressure, and infectious diseases. Operating or over-seeing the

operation of power equipment.

XIII. Attending some evening activities and athletic events. Working overtime hours, upon the approval of the superintendent of schools, may be necessary.

XIV. Working adjusted assignments during the summer months to facilitate the preparation of the building for the ensuing school year.

XV. Performing other tasks and duties as assigned.

XVI. Minimum physical activities: Having the ability to perform the physical activities and work in the environmental conditions as follows:

A. Must occasionally work in noisy and crowded environments with numerous interruptions.

B. Requires stooping, bending, kneeling, turning, balancing, and reaching.

C. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

D. Requires ability to operate various manual tools and electrical appliances (vacuum cleaner, buffers, hand tools, etc.).

XIV. Minimum educational preparation requirements and experience:

A. High School Education. Preference given to individuals with previous custodial experience.

B. Should possess communications and organizational skills.

C. Ability to work with minimal supervision. Must be able to follow instructions.