



## Division of Human Resources

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Custodian</b>	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports to:</b>	Head Custodian	<b>Pay Grade:</b>	CU1, CU2 or CU3
<b>Dept./School:</b>	Assigned Campus(es)	<b>Date Revised:</b>	August 28, 2007

#### Primary Purpose:

Follow routine cleaning, carpet, hard floor and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

#### Qualifications:

##### Education/Certification:

##### Special Knowledge/Skills:

Ability to understand instructions for cleaning, maintenance, and safety procedures.  
 Ability to operate cleaning equipment and lift heavy equipment.  
 Ability to properly handle cleaning supplies.  
 Ability to lift and carry 50 lbs. without assistance.

##### Experience:

None.

#### Major Responsibilities and Duties:

1. Maintain a program of preventive maintenance to ensure the comfort, health, and safety of students and staff.
2. Assume the responsibility for opening and closing building each school day.
3. Establish procedures for locking, checking, and safeguarding facilities.
4. Regulate heat, ventilation, and air-conditioning systems to provide appropriate temperatures and to ensure economical usage of fuel, water and electricity. When campus are on digital control system they would be checked and if needed it would be reported to control for repairs.
5. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
6. Develop and maintain a cleaning schedule that will include the cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
7. Keep the school building and grounds, including sidewalks, driveways, parking lots, and play areas neat and clean.
8. Observe and inform supervisor of safety hazards.
9. Comply with local laws and procedures for the storage and disposal of trash.
10. Make minor building repairs as needed and report major repairs needed to the head custodian.
11. Inspect machines and equipment for safety and efficiency.
12. Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.
13. Move furniture or equipment within the building as directed by the principal.
14. Follow all safety codes and standards.
15. Ability to climb an 8 foot step ladder and replace lights bulbs and tubes.
16. Demonstrate a positive attitude, flexibility, and be willing to perform any additional tasks as assigned by the head custodian or director.
17. Assist in any emergency work that may arise when needed.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Buffer, scrubber, wet and dry vacuum cleaner, electric drill, extractor, blower, ladder and hand tools.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Strenuous walking, standing, and/or climbing; heavy lifting and carrying. Work outside and inside; exposure to hot and cold temperatures; exposure to dust, toxic chemicals, and materials, slippery or uneven walking surfaces; work on ladders; work alone; wear safety belt.