

## Custodian

Reports to: Building Principal

FLSA Status: Non-Exempt

### SUMMARY:

Performs routine and non-routine cleaning in an assigned area or areas to provide the proper building sanitation by following prescribed cleaning schedules. Participates in project work periodically and responds to other miscellaneous requests submitted by faculty and staff. Works under limited supervision performing routine cleaning and minor maintenance tasks by using prescribed chemicals, hand tools, and machines in order to keep the school building and grounds in a safe, clean, and orderly condition.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Routine functions include trash removal and disposal, sweeping, dust mopping, dusting, wet mopping, vacuuming and spot cleaning of carpet, restroom sanitation, cleaning glass, mirrors and fixtures, restocking soap dispensers and paper supplies, sanitizing drinking fountains, replacing light bulbs/fluorescent tubes, cleaning/replacing air conditioner filters, cleaning walls, vents, and baseboards;
- Adheres to the proper cleaning methods, storage, proper care, and disposal of equipment and supplies;
- Responds to a variety of requests from the administration, faculty, and staff which include but is not limited to: setting up for meetings and class functions, moving furniture, unloading and storing deliveries;
- Responds promptly to accidents or potential safety hazards such as spills, restroom problems, and child illnesses;
- Reports all accidents and/or potential hazards to the building administration(s) immediately, or as soon as reasonably possible;
- Performs minor maintenance tasks to maintain the building site, including, minor and routine painting, plumbing, and other related maintenance activities;
- Refinishes or restores resilient floor tile as required by mechanical stripping, sealing, finishing, buffing, scrubbing, and recoating;
- Maintains carpet by machine extraction, shampooing, and spoting;
- Opens and/or secures the building, including weekends, to provide protection against vandalism and theft, as requested by supervisor(s);
- Prepares for and assists with such activities as PTO, faculty meetings, sporting events, and other school functions;
- Maintains building perimeter by sweeping walks, mowing grass, trimming, cultivating flower beds, trimming shrubbery, playground facilities/grounds, and shoveling/removing snow/ice;

JOB DESCRIPTION  
Scott County Schools

- Checks freezers, coolers, and other equipment to insure functional operation;
- Tends to furnace, air conditioner, boiler, and other equipment to provide heat, cool air, ventilation, hot water, and monitors gauges;
- Attends in-service training to develop and improve knowledge and skills of building service work;
- Observes and promotes safe work practices and procedures at all times;
- Uses and wears safety and/or protective equipment, as appropriate;
- Takes all necessary and reasonable precautions to protect students, employees, visitors, equipment, materials, and facilities;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs other duties as requested by immediate in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Requires knowledge of, or the ability to learn routine and non-routine cleaning methods, procedures, and equipment usage. Must be able to follow oral and written directions and have the ability to get along well with others.

EDUCATION AND/OR EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to completion of high school. Experience with building cleaning is desirable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed walking or standing. This work includes, but not limited to stooping, kneeling, crouching, reaching, pulling, and lifting. Must be able to lift objects weighing up to approximately 25 pounds frequently and up to approximately 75 pounds occasionally. The environment also exposes the employee to potentially hazardous substances. Work is subject to inside and outside environmental conditions, extreme temperatures, noise and hazards. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Custodians are in daily contact with teachers, students, administration, the general public, and other work related personnel. The ability to coordinate and prioritize work activity,

JOB DESCRIPTION  
Scott County Schools

handle complaints, express a service-oriented attitude, communicate effectively, and work with limited supervision. Daily attendance is required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.