

Chequamegon School District January 2010

Job Description – Custodian

Job Title: Custodian
Department: Chequamegon School District
Reports to: Maintenance Supervisor
Workers Supervised: Custodial Staff

Position Summary: Keep buildings in clean and orderly condition. Perform heavy cleaning duties such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

Qualifications

Education: High School Diploma or GED.

AODA Statement: The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the district.

Essential Job Functions/Tasks

1. Monitor building security and safety by performing such tasks as locking doors after operation hours and checking electrical appliance use to ensure that hazards are not created.
2. Clean all classrooms, offices, hallways, and locker rooms.
3. Service, clean, and supply restrooms.
4. Gather and empty trash.
5. Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
6. Helps maintain grounds, buildings, equipment, and systems.
7. Cuts and trims grass.
8. Keep walks clear of snow and salted and sanded as needed.
9. Set up for events and activities and clean up afterward.
10. Follow procedures for the use of chemical cleaners and power equipment in order to prevent damage to floors and fixtures.
11. Coordinates recycling of materials.
12. Notify managers concerning the need for major repairs or additions to building operating systems.

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13. Requisition supplies and equipment needed for cleaning and maintenance duties.
14. Clean windows, glass partitions, and mirrors.
15. Wear proper personal protective equipment (PPE) as needed.
16. Maintain tools and equipment, and inventory.

Knowledge

Mechanical - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Building and Construction - Knowledge of materials, methods, and the tools involved in the construction or repair of buildings or other structures.

Competencies

Inspecting Equipment, Structures, or Materials – Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Performing General Physical Activities – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Handling and Moving Objects – Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.

Identifying Objects, Actions, and Events – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

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Monitor Processes, Materials, or Surroundings – Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Organizing, Planning, and Prioritizing Work – Develop specific goals and plans to prioritize, organize, and accomplish your work.

Controlling Machines and Processes – Using either control mechanisms or direct physical activity to operate machines or processes.

Working Directly with the Public – Deals directly with the public. This includes serving or identifying the needs relative to the custodial job.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Manager

Date