Custodian

Purpose Statement

The job of Custodian was established for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

This job reports to the Facilities Manager or Head Custodian, Shift Supervisor, Operations Manager and Building Administrator.

Essential Functions

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) using established procedures, for the purpose of maintaining a sanitary, safe and attractive environment. Schedules for cleaning will be assigned by supervisor.
- Monitors work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Communicates with other site personnel (e.g. Head Custodian, Shift Supervisor and/or building administrators) for the purpose of providing information and direction regarding activities, safety issues and/or maintenance of facilities and equipment.
- Performs material handling tasks (e.g. delivery of supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Performs necessary building set-ups and tear-downs (e.g. concerts, banquets, sporting events, programs, etc.) for the purpose of providing facility support to school and other events.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to immediate safety and/or operational concerns during scheduled work hours (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Performs minor maintenance on custodial and building equipment, classroom furniture and fixtures and emergency repair (e.g. change vacuum cleaner belts, bags, light bulbs, toilets, etc.) for the purpose of ensuring proper functioning and usability of items and facility.
- Performs project cleaning (e.g. strip/wax floors, moves furniture, painting, etc.) for the purpose of thoroughly maintaining the facility, completing and/or facilitating summer construction.
- Supports other site maintenance staff (e.g. grounds, trades, athletics, etc.) for the purpose of completing site custodial activities.
- Assists with site snow removal for the purpose of ensuring access and safety.

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Other Functions

- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the facility.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks using existing skills. Specific skill-based competencies required to satisfactorily perform the functions of the job include: problem solving; effective listening; handling hazardous materials; operating equipment.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; English grammar, spelling, and vocabulary.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods.

Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job related equipment.

Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting schedules/deadlines, adaptability/flexibility, some mechanical aptitude, physical stamina, reliability, teamwork, dealing with frequent interruptions; working independently to achieve goals.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget.

Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Ability to lift at least 50 pounds consistently required.