

## *Custodian*

- QUALIFICATIONS:**
1. High school diploma or equivalency
  2. Working knowledge of or willingness to learn various building maintenance techniques.
  3. Ability to follow directives.
  4. Ability to work with others.
  5. Physical health as required for job performance.
  6. Ability to work without close supervision.
  7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Head Custodian

**JOB GOAL:** To maintain the school facilities in a condition of operating excellence, cleanliness, and safety, so that full educational use may be made of them at all times.

**PERFORMANCE RESPONSIBILITIES:**

1. Regular attendance and punctuality are essential functions of the job.
2. Performs minor maintenance and installation of electrical and plumbing systems.
3. Able to learn new methods and techniques of maintenance when new equipment and/or procedures are installed or adopted.
4. Willing to learn about all aspects of school maintenance.
5. Moves equipment and materials within the building.
6. Works on interior and exterior of building under all types of weather conditions.
7. Keeps assigned areas of the building neat and clean - may necessitate being on a ladder.
8. Willing to work overtime (nights or weekends) when necessary to ensure uninterrupted continuation of the educational process.
9. Willing to take vacation at a time agreed upon by the Board of Education to allow the most effective use of the custodial staff.
10. Always follows proper safety procedures.
11. Performs any other duties assigned by the head custodian or building principal.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions in the Board policy on *Evaluation of All Classified Personnel*.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Performs all types of building maintenance.
- Works inside and outside of the building.
- Works at ground level and at heights.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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(BOE Revision: 8/13/2012)

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