

CUSTODIAL JOB DESCRIPTION

This job reports to the School Principal

Essential Functions

Arranges furnishings and equipment for the purpose of providing adequate preparation for meetings, classroom activities, and events.

- Attends in-service training (e.g., instruction on blood-borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Cleans assigned (e.g., classrooms, front office, restrooms, multipurpose rooms such as the cafeteria and teachers' lounge etc.) collecting and taking trash to the dumpsters for the purpose of maintaining a sanitary, safe, attractive environment.
- Daily attendance and punctuality are required for the purpose of ensuring the goals of the work unit can be met.
- Helps respond to immediate safety and/or operational concerns (e.g., facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning physical and educational environment.
- Lifts up to 50 pounds unassisted for the purpose of lifting equipment necessary to complete assigned tasks. Performs work at heights of up to 12 feet using ladders and/or scaffolding for the purpose of cleaning, changing light bulbs, replacing ceiling tiles, etc.
- Secures school facilities and grounds for the purpose of minimizing property damage, equipment loss, and potential liability to the school.
- Services job-related machinery/equipment (e.g., adjusting, mop head cleaning, mopping cleaners, scrubbers, buffers, etc.) for the purpose of maintaining equipment in good working condition. Also changes brushes, pads, rollers, etc. on equipment.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient, effective functioning of the work unit.

Minimum Qualifications Skills, Knowledge and Abilities SKILLS are required to perform multiple, non-technical tasks with a need to periodically upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include using custodial supplies.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes knowledge of custodial supplies, knowledge of cleaning methods and techniques.

ABILITY is required to schedule activities, gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals, work with a variety of data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include being willing to work; being organized.

Responsibilities

Responsibilities include working under limited supervision following standardized practices and/or methods; 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 a continual opportunity to have some impact on the organization's services. Responsibility
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 5% sitting, 50% walking, and 45% standing.